

**ILLINI UNION DOCUMENT SERVICES
PRINTING ORDER FORM**

Main Office Copy@CLASS
54 E. Gregory 46 CLASS Lab@Illinois Union
217.333.9350 217.244.6885
printing@illinois.edu

PROOF	DUE DATE	ESTIMATE
Yes No		I HAVE an estimate
Date _____	Date _____	Est. # _____
Time _____	Time _____	I NEED an estimate

Job # _____
Cost \$ _____ Initials _____

Customer Information

Name _____ Department _____
(Please Print Clearly)

Phone _____ E-mail _____
(Required - @illinois Preferred)

CFOP _____
Chart (1) Fund (6) Organization (6) Account (6) Program (6) Activity (6/optional)

Other GAR # _____ Cash Check Credit Card Other

Production Information

Job Name _____ File Name _____

of Originals/Pages _____ Copies _____ # of finished pieces _____ File Location: BOX Email

Printing

Digital Copying and Printing

COLOR	BLACK-ONLY	FINISH SIZE _____ X _____		
Paper Weight - TEXT				
20#	80#	}	Uncoated	Laser
60#	100#		Silk	Tab Dividers
70#			Gloss	Color _____
Paper Weight - COVER				
65 #		}	Uncoated	Acetate/Vinyl
80 #			Silk	Color _____
100 #			Gloss	

FINISHING				
Single Sided	Double Sided			Bleed
Cut to _____ X _____		Fold to _____ X _____		
Drill _____ holes				
Perforate	Score	Collate		
Laminate →	Flush	Encapsulate	UV Coating	

BINDING	BOOKLET	STAPLE
Perfect Binding	Saddle Stitch	1-Upper Left
Coil Binding	Short Edge	2-Left Side
Comb Binding	Long Edge	
Tape Binding	Wire	

PADDING
_____ / _____ sheets/pad Shrinkwrap _____ sets/bundle

SPECIAL INSTRUCTIONS

Wide Format / Poster Printing

COLOR	BLACK-ONLY	FINISH SIZE _____ X _____		
ROLL MEDIA				
Poly (house paper)	Satin Paper (Cover Weight)	Fabric (Ideal for travel)	Heavy Banner (Outdoor banners)	
Matte Vinyl	Gloss Vinyl	White Perf Vinyl		
White Window Cling	Clear Window Cling	Other _____		
RIGID MEDIA				
Foam Board	Coroplast color _____	PVC Board (2mm) (1mm)		

SPECIALTY SERVICES				
Vinyl on Magnet	}	Matte Vinyl	Gloss Vinyl	
Vinyl on Gator Board		Floor Vinyl	Other	
Cut Vinyl Stickers				

FINISHING				
Laminate →	Gloss	Satin	Trim Flush	Encapsulate
_____ Grommets			_____ Velcro pieces	
_____ Yard Stakes			_____ Shipping Tubes	

Offset Printing

QUANTITY _____ **PMS COLOR(S)** _____ , _____

20# Bond Letterhead
20# Bond Notehead (5.5x8.5 inches) Memo Pads (5.5x4.25 inches)
_____ / _____ sheets/pads _____ / _____ sheets/pads
#10 White Wove Envelopes #10 Window Envelopes
Mailing Labels → Single Avery 4-up Laser
Other _____