

MONROE COMMUNITY COLLEGE PRINT SHOP WORK ORDER

PRINT SHOP USE ONLY:

Electronic Submission DOCU TECH DPX 5080
 Active Que

WORK ORDER NUMBER: _____

COMPLETE ALL INFORMATION NECESSARY TO ENSURE CORRECT PROCESSING OF YOUR ORDER

DATE:	DATE RECEIVED BY PRINT SHOP:	DEADLINE:
DEPARTMENT:	NAME:	EXTENSION:

DESCRIPTION OF JOB, OR PROJECT TITLE: _____

NO. OF ORIG. _____ QUANTITY _____ NEW REPRINT REPRINT W/ CHANGES

ALL ORDERS WILL BE PRINTED TWO-SIDED UNLESS REQUESTED DIFFERENTLY

SERVICES REQUIRED:

<input type="checkbox"/> TYPESETTING	<input type="checkbox"/> OFFSET/PRINTING	<input type="checkbox"/> FOLD	<input type="checkbox"/> 3-HOLE PUNCH	<input type="checkbox"/> CHESHIRE	<input type="checkbox"/> OTHER
<input type="checkbox"/> COPIER	<input type="checkbox"/> COLLATE	<input type="checkbox"/> CUT	<input type="checkbox"/> SHRINK WRAP	<input type="checkbox"/> GBC	_____
<input type="checkbox"/> DOCU-TECH	<input type="checkbox"/> STAPLE	<input type="checkbox"/> PADDING	<input type="checkbox"/> BAND	<input type="checkbox"/> COIL	_____

PAPER STOCK:

SIZE X

INK COLOR:

SPECIAL INSTRUCTIONS:

PLEASE PRINT/COPY MY ORDER 1-SIDED THE ORIGINAL FILE WAS SUBMITTED ELECTRONICALLY

SIGNATURES REQUIRED BEFORE PRINTING:

VICE PRESIDENT:	DEAN:	DEPARTMENT CHAIR:
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NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS: The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproductions. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than study, scholarship or research. If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This department reserves the right to refuse to accept a copying order if, in its judgement, completion of the order would involve copyright law.

COMPLETED ORDER RECEIVED BY: <input checked="" type="checkbox"/>	DATE RECEIVED/PICKED UP:
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PRINT SHOP USE ONLY

<p align="center">OPERATOR</p> <p>MECHANICALS</p> <p><input type="checkbox"/> Typesetting <input type="checkbox"/> Digipath <input type="checkbox"/> Electronic Submission</p> <p><input type="checkbox"/> Layout <input type="checkbox"/> Negatives <input type="checkbox"/> Quick Prep</p> <p>Number of Plates: <input type="checkbox"/> Metal _____ <input type="checkbox"/> Poly _____</p> <p>Additional Information: _____</p> <p>_____</p> <p><input type="checkbox"/> OFFSET _____</p> <p><input type="checkbox"/> DOCU TECH _____</p> <p><input type="checkbox"/> COPIER _____</p> <p><input type="checkbox"/> COLLATE _____</p> <p><input type="checkbox"/> STAPLE _____</p> <p><input type="checkbox"/> FOLD _____</p>	<p align="center">OPERATOR</p> <p>BINDING</p> <p><input type="checkbox"/> Cheshire <input type="checkbox"/> G.B.C. <input type="checkbox"/> Coil</p> <p><input type="checkbox"/> CUTTING _____</p> <p><input type="checkbox"/> PADDING _____</p> <p><input type="checkbox"/> PERFORATE _____</p> <p><input type="checkbox"/> PUNCH _____</p> <p><input type="checkbox"/> SHRINK WRAP _____</p> <p><input type="checkbox"/> OTHER _____</p> <p>Additional Comments/Instructions:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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