

Carnegie Mellon Printing & Mailing Services

PRINTING & MAILING SERVICES
DEDICATED TO THE CAMPUS COMMUNITY

printjob@andrew.cmu.edu

www.cmu.edu/printingmailing/

Phone: 412-268-2970

Fax: 412-268-1464

Name _____ Phone _____

Job No. _____

Department _____

Date Entered _____

Delivery Address _____

Date Requested _____

Job Description:

- Press Work Proof
 Copy Work _____ Approved
 Bindery/Finishing
 Mailing Service
 Disk Supplied Application _____
 Camera Ready Art

SPECIAL INSTRUCTIONS:

FAX PROOF TO:

ITEM	# Orig.	1/side	2/side	Quantity	Ink Color	Stock / Size
A						
B						
C						
D						
E						

SPECIAL INSTRUCTIONS:

BINDERY SERVICES

<input type="checkbox"/> FOLDING: (submit sample)		<input type="checkbox"/> COLLATE Items _____				
1/2	1/3 LTR	1/2x1/2	1/2RLx1/3LTR	1/2 RLx1/2		
<input type="checkbox"/> STITCHING / BINDING:						
Upper Left	Left Margin		Saddle Stitch	GBC	Velo	Coil
	1	2	3	2	3	
<input type="checkbox"/> OTHER		<input type="checkbox"/> PERFORATE		<input type="checkbox"/> SCORE		
Final Trim	Drill Holes	PAD		Numbering	Shrink Wrap	
Size _____	No. _____ <input type="checkbox"/> XL	No. of Pads _____ Sheets per Pad _____		Start _____ Finish _____	LAMINATE	

INVOICE STATEMENT

Printing Services ^(Debit Obj. Code) - (88835) _____
 Central Copy Ctr. - (88825) _____
 Mailroom Services - (88830) _____
 Misc. Service - (88835) _____
 Color Copy Ctr. - (88825) _____
 1st Class Postage - (88830) _____
 3rd Class Postage - (88830) _____
 Total Charges \$

G.L. Accts: various - _____ - _____ - _____ - _____ - _____
(object) (funding) (function) (activity) (organization) (entity)

G.M. Accts: _____ - _____ - _____ - _____ - _____
(project) (task) (award) (exp.type) (exp.org.)

X _____
 Authorized by