



Authorization and Printing Request Order Form

Office of Printing Services

103 Jones Hall • P.O. Box 1000 • Institute, West Virginia 25112-1000

Phone (304) 766-3215

***NO PRINT JOB WILL BE COMPLETED WITHOUT ALL THE INFORMATION REQUESTED BELOW**

You may forgo the need to prepare a purchase order by authorizing Printing Services to directly bill your credit card account. The following statement, completed by you, will constitute our authorization to print and bill accordingly.

Use a separate authorization form for each card order.

ESSENTIAL
 Authorized Approval by
 Administrative Area Vice President

Signature

Date Requested: _____ Due Date: _____ Job #: _____ (OFFICE USE ONLY)

Contact Name (Signature): _____

Department (Building/Room): _____

Phone/Extension: _____ E-mail: _____

Spending Unit: _____ Banner No.: _____

Credit Card #: _____ Expiration Date: _____

Project Name: _____

Description: _____

EXAMPLE: Brochure, Book, Catalog, Envelopes, Flyer, Imprinted T-Shirts (Transfers), Invitations, Letterhead, Magazine, Mouse Pads, NCR Forms, Newsletter, Postcards, Poster, Telephone Pads, etc.

Quantity: _____ **Quoted Price:** _____

Finished Size: 5.5x8.5 8.5x11 8.5x14 11x17 Other: _____

Estimated Number of Pages: _____

Materials Provided by Client:

- Sample Print out of Project
- CD Jump Drive
- Online File Transfer
- Hard Copy for Typesetting
- Photos and/or Artwork for Scanning
- Other: _____

NOTES: _____

Check if Applicable:

- Repeat job **NO** changes Repeat job **WITH** changes
- Print Single Sided Print both sides of sheet
- B&W 2 Color 3 Color Full Color
- Ink color(s) other than black _____

Bindery Processes

- Spiral Bind Comb Bind Tape Bind
- 2 Hole Punch 3 Hold Punch
- 8.5x11 Booklet (Fold & Staple) 5.5x8.5 Booklet (Fold & Staple)
- Brochure (Tri-Fold)
- Perforate Pad Carbonless Fan Apart Sets (NCR)
- Consecutive Numbering
- Other _____