



Printing Services Work Request

Located on the west edge of the campus next to Linwood just outside of K wing

Customer Service: (318) 675-5040 / (318) 675-7889

Billing: (318) 675-5041 • Fax: (318) 675-7218

Date: _____ (mm/dd/yy)

CUSTOMER INFORMATION (Please Print)

Name: _____ Department: _____ Contact Phone: _____

Peoplesoft Account No.: _____

DOCUMENT NAME OR FORM#	NO. OF COPIES	NO. OF PAGES	\$

PAPER: regular heavy card Color _____

FINISHED PRODUCT TO BE: All single-sided All double-sided Mixed, exactly per original sample

Order Checklist (Check all Applicable)

<input type="checkbox"/> Colored Ink (Specify Color) _____ \$ _____	<input type="checkbox"/> Padding (_____ sheets/pad) \$ _____
<input type="checkbox"/> Gathering & Collating \$ _____	<input type="checkbox"/> Rx. pads: # sheets _____ # of pads _____ \$ _____
<input type="checkbox"/> Slip Sheets or Inserts \$ _____	<input type="checkbox"/> Perforations / Scoring \$ _____
<input type="checkbox"/> Folding (Give Instructions) \$ _____	<input type="checkbox"/> Drilling: No. of holes _____ Top <input type="checkbox"/> left side <input type="checkbox"/> right side <input type="checkbox"/> \$ _____
<input type="checkbox"/> Laminating \$ _____	<input type="checkbox"/> Composition, Typesetting, Layout \$ _____
<input type="checkbox"/> Shrink Wrap (# per pkg. _____) \$ _____	<input type="checkbox"/> Tab Dividers 5/Bank \$ _____
<input type="checkbox"/> Staple <input type="checkbox"/> Portrait <input type="checkbox"/> Landscape <input type="checkbox"/> Dual \$ _____	<input type="checkbox"/> Binding <input type="checkbox"/> GBC <input type="checkbox"/> Thermal Tape \$ _____
<input type="checkbox"/> Cutting / Trimming \$ _____	<input type="checkbox"/> Business Cards <input type="checkbox"/> 250 <input type="checkbox"/> 500 \$ _____ 250/box _____
<input type="checkbox"/> Quantity Letterheads _____ (500, 1000, 2000, etc.) \$ _____	<input type="checkbox"/> Quantity Envelopes _____ \$ _____

Additional Instructions: _____

Deliver _____ to: _____	Will Pick-Up (Check Below) <input type="checkbox"/>	Printing Request also available from Auxiliaries Service website http://sh-aux.lsuhscc.edu	Subtotal \$ _____
	Log # _____		Tax \$ _____ TOTAL \$ _____

Operator: _____

Date out: _____