

# USM PRINTING ORDER

Job# \_\_\_\_\_

Portland Printing Services 780-4065

Portland Fax 780-5172

Gorham Copy Center 780-5452

Subject of Material \_\_\_\_\_ Date \_\_\_\_\_

Campus \_\_\_\_\_ Department \_\_\_\_\_

Deliver to \_\_\_\_\_ Building \_\_\_\_\_ Telephone# \_\_\_\_\_

**PeopleSoft Chartfield Combination: (\*Required)**

\*Unit: UMS \_\_\_\_\_ \*DeptID \_\_\_\_\_ \*Account \_\_\_\_\_ Class: \_\_\_\_\_ \*Fund \_\_\_\_\_  
Program: \_\_\_\_\_ Project: \_\_\_\_\_ OperUnit: \_\_\_\_\_

**Please be sure to check applicable instructions:**

No. of originals (sides) \_\_\_\_\_ Copies of each \_\_\_\_\_

Ink: Two-color \_\_\_\_\_ and \_\_\_\_\_

\_\_\_\_ (01) 8.5 x 11, 20 lb paper-white \_\_\_\_\_

\_\_\_\_ (03) 8.5 x 11, 20 lb paper-colored \_\_\_\_\_

\_\_\_\_ (02) 8.5 x 14, 20 lb paper-white \_\_\_\_\_

\_\_\_\_ (18) 8.5 x 14, 20 lb paper-colored \_\_\_\_\_

\_\_\_\_ (04) 8.5 x 11, 70lb (brochure paper) \_\_\_\_\_

\_\_\_\_ (05) 8.5 x 14, 70lb (brochure paper) \_\_\_\_\_

\_\_\_\_ (06) 8.5 x 11, 67lb (index card stock) \_\_\_\_\_

\_\_\_\_ (07) 8.5x 11, 65lb (cover card stock) \_\_\_\_\_

\_\_\_\_ (09) 11 x 17,70lb \_\_\_\_\_

\_\_\_\_ (10) 11 x 17, 20lb \_\_\_\_\_

\_\_\_\_ (08) USM Stationery (min. 500, 8.5 x 11) \_\_\_\_\_

\_\_\_\_ (11) #10 Envelopes (min. 500) \_\_\_\_\_

\_\_\_\_ #9 Envelopes (min. 500) \_\_\_\_\_

\_\_\_\_ (12) #10 Window Envelopes (min. 500) \_\_\_\_\_

\_\_\_\_ (13) 7.5 X 10.5 Clasp Envelopes (min. 300) \_\_\_\_\_

\_\_\_\_ (14) 9 x 12 Clasp Envelopes (min. 300) \_\_\_\_\_

\_\_\_\_ (15) 10 x 13 Clasp Envelopes (min. 300) \_\_\_\_\_

\_\_\_\_ (17) Business Reply Envelopes (min. 500)

\_\_\_\_ (16) Business Cards min.100 250 500

Buckslips 20# white 20# Color \_\_\_\_\_

**NCR, minimum 250 sets**

\_\_\_\_ (20) 2-part \_\_\_\_ (21) 3-part

\_\_\_\_ (22) 4-part \_\_\_\_ (23) 5-part

**FINISHING SERVICES**

\_\_\_\_ Pages back-to-back \_\_\_\_ Collate

\_\_\_\_ Fold \_\_\_\_ Perforate \_\_\_\_ Scoring

\_\_\_\_ Staple # per copy \_\_\_\_ Numbering

\_\_\_\_ Bind: Spiral \_\_\_\_ Tape \_\_\_\_ Tape Embossed \_\_\_\_\_

\_\_\_\_ Shrink Wrap \_\_\_\_ Laminate \_\_\_\_ 3-Hole Punch

\_\_\_\_ Cut: # of cuts \_\_\_\_ Pad \_\_\_\_ Tab

\_\_\_\_ Billable time - Special Services \_\_\_\_\_

\_\_\_\_ (25)8.5x11 or (26) 11x17 Color Copies

**OTHER SERVICES/MAILING**

\_\_\_\_ Addressing \_\_\_\_ Inserting \_\_\_\_ # of Pieces

\_\_\_\_ Bulk Mailing \_\_\_\_ Labels

\_\_\_\_ Scanning \_\_\_\_ RW CD Burn

Special Instructions: \_\_\_\_\_

Distribution: Send first two copies with order; retain pink copy.

Authorized by \_\_\_\_\_

Yellow copy will be returned with material.

*Printing Services Use Only*

# of plates \_\_\_\_\_ disk \_\_\_\_\_ Press Time \_\_\_\_\_ Pre-Press time \_\_\_\_\_

# of Bluelines \_\_\_\_\_ Post-Press time \_\_\_\_\_ Add'l Charges \_\_\_\_\_