



INTERDEPARTMENTAL REQUEST FORM

DATE: _____ DUE DATE: _____ JOB JACKET: _____

742100 452542

ACCOUNT REVENUE ACCT FUND DEPARTMENT PROGRAM CLASS PROJECT-GRANT

BANNER NUMBER: _____ WELLSTAR PO NUMBER: _____ ☐ CASH ☐ CHECK

DEPARTMENT NAME: _____ CONTACT FOR ORDER: _____

FINANCIAL AUTHORIZATION CONTACT: _____ CONTACT TELEPHONE: _____

NUMBER OF ORIGINALS: _____ QUANTITY OF EACH ORIGINAL: _____ TOTAL COPIES: _____

- STOCK:**
☐ TEXT
☐ COVER
☐ GLOSS
☐ OTHER _____
- PAPER SIZE:**
☐ 8.5 x 11
☐ 8.5 x 14
☐ 11 x 17
☐ 12 x 18
☐ 13 x 19
☐ OTHER _____
- OPTIONS:**
☐ ONE SIDED PRINT
☐ TWO SIDED PRINT
☐ BLACK INK ONLY
☐ COLOR INK
☐ OTHER _____
- TYPE OF JOB:**
☐ JOB JACKET
☐ ONE TIME PRINT
☐ PERSONAL EMPLOYEE PRINT
☐ BUSINESS CARD
☐ POSTER PRINT
☐ PHOTO PRINT
☐ DESIGN SERVICE (\$50/HR)
☐ OTHER _____
- ☐ PICK UP (Annex II, HT 1220)
☐ DELIVERY
- DELIVERY LOCATION:**
BUILDING: _____
ROOM #: _____

PLEASE SUBMIT ONE JOB & SAMPLE FOR PRINT PER IDR FORM

IDR# _____

TITLE & DESCRIPTION OF PRINT JOB	QUANTITY	TOTAL COST

FINISHING:

- ☐ CUT FINISH SIZE: _____
- ☐ STAPLE ☐ LAMINATE ☐ FOLD ☐ PERFORATE ☐ COLLATE
- ☐ COIL BIND ☐ PERFECT BIND ☐ SADDLE STITCH
(Booklet)
- ☐ DRILL ☐ TOP ☐ 2 HOLES ☐ 5 HOLES
☐ LEFT SIDE ☐ 3 HOLES ☐ 7 HOLES
- ☐ PAD ☐ 50 TO PAD ☐ 100 TO PAD ☐ CARBONLESS FAN APART SETS
- ☐ WRAP PER PACKAGE: _____

FOR PRINTING SERVICES USE ONLY:

PROOF SENT _____

TOTAL

NUMBER OF IMPRESSIONS

SIGN
HERE

Order Received By: _____ Date: _____