

USR 115 E. Reindl Way, Glendale, WI 53212-1255
Rooms 140-158 ■ *phone*: 4944 ■ *fax*: 6912 ■ uwm.edu/print-copy/

Delivery Date _____
☐ Required ☐ Requested

Most Recent Old Job No.	Internal Billing # PR	Fund	Project/Grant	Program	Organization Code
Department Name		Contact	<input type="checkbox"/> I am authorized to order printing for my dept. (Box must be checked)		Phone Email <input type="checkbox"/> @uwm.edu



INSTRUCTIONS: Only fill in the necessary fields relating to your request. Form can be uploaded to the dropbox, emailed to: uwmm@uwmm.edu, or faxed to x6912.

☐ **Deliver to:**☐ Files Emailed ☐ Files Uploaded to DropBox (File Name)

(Name)

Title/Description: _____

(Department)

Quantity:

(Building / Room)

Special Instructions:

☐ **Pick-up**☐ USR 158 (**Office hours:** 7:30 AM – 4:30PM)

☐ Mitchell B31 (**Office hours:** 8:30 AM – 3:30PM)

LARGE FORMAT PRINTING

SPEC

Size: _____ X _____ ☐ Booklet

Pages: _____ **Pages:** _____ ☐ Plus Cover ☐ Self-Cover

Ink: ☐ Color ☐ One side
☐ Black ☐ PMS ☐ Two sides







STOCK

Weight:
☐ 20# ☐ 28# (digital smooth) ☐ 60# ☐ 65# ☐ 70# ☐ 80# ☐ 100#
☐ Text/Bond/Offset ☐ Cover ☐ Other

Finish:
☐ Uncoated ☐ Matte ☐ Gloss

Color:
☐ White ☐ Other _____

B
I
N
D
E
R
Y

☐ Saddle Stitch **Fold to:**      

☐ Perfect Bind ☐ Pad/glue - Location: _____

☐ Side Staple _____ Sheets per pad/set

☐ Left Corner Staple _____ No. pads/sets

☐ Plastic Coil Bind

☐ Comb Bind

☐ 3 Hole Punch

☐ Perforate

Size: _____ X _____

☐ Photo Paper

☐ Laminate

☐ Mount on Foam Core ☐ White ☐ Black

☐ Retractable Banner

☐ Standard Base

☐ Premium Base

☐ Mini (Table Top)

☐ Banner Only (No base)

☐ Vinyl Banner

☐ Finished Edges

☐ Grommet ☐ Top ☐ Bottom ☐ Sides

Other Options

☐ Window Cling ☐ Vinyl Sticker ☐ Fabric

☐ Window Perf ☐ Floor Graphic ☐ Cut Vinyl

☐ Wall Graphic ☐ Magnet

Contact Print & Copy staff to discuss materials and options.

DO NOT WRITE BELOW THIS LINE
FOR BILLING USE ONLY

[illegible]

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☐ I have read and understand. (Box must be checked)