

New Job    Rerun    Design    File Prep    Art Furnished    Variable Data  
One Side  
Both Sides

CD Duplication  
CD files are:    MAC    PC | Jewel Case:    Paper    Thick    Thin  
File Location:

No. Pages  
No. Sheets  
No. Finished Copies  
Finished Size(s)  
Flat Size(s)  
Customer Furnished Stock(s)  
Paper Type(s) and Weight(s)  
Paper Color(s)  
Ink Color(s)

Offset Printing    Digital Printing    Copy Center    Wide Format Printing    Sign Center    Other:

**FILE TRANSFER INFORMATION**

File(s) sent via sFTP and placed in:  
  
File(s) sent by email to:  
PurduePrintDigital@xerox.com  
PurdueBLCMPrintDigital@xerox.com  
other  
  
No. Disk(s) provided:  
File Names:  
  
Numbering  
Store File for Reprints

**MAILING**

Yes    No  
If yes, please fill out the Mailing Form and attach to this form.  
Mailing will be done on another order:

**FINISHING**

Collate  
Staple  
Drill  
Cut  
Tape Bind

Fold  
1/3    1/2    1/4  
Head In    Out    Right Angle  
Pad  
Score  
Perf  
Insert  
Saddlestitch  
Perfect Bind  
Plastic Bind  
Coil Bind  
Velo Bind

Thesis Bind  
Channel Bind  
Hard Cover    Soft Cover  
Laminate  
10 mil    3 mil    1.5 mil (BLCM)  
Flush trim    Border trim  
Plastic Wrap  
Die Cut  
Foil Stamp  
Emboss  
Case Bind  
Handwork

**SPECIAL INSTRUCTIONS:**

**Check which type(s) of Proofs you would like to see.**

NONE    Fax    PDF    Black & White Laser    Digital Color    Copy Center    Imposition    Contract Color    Bindery    Press    Other

**PROOF TO:**    Main Contact    Second Contact    Other    **SHIP TO:**    Main Contact    Second Contact    Other    Pick Up

<b>Main Contact</b>	Ship Qty	<b>Second Contact</b>	Ship Qty	<b>Other Contact</b>	Ship Qty
Department		Department		Department	
Name		Name		Name	
Building	Rm.	Building	Rm.	Building	Rm.
Phone	Fax	Phone	Fax	Phone	Fax
E-Mail		E-Mail		E-Mail	

Title of this order Previous Job #

Date Ordered	Finished Date Requested	Time Requested	a.m. p.m.	Event Date	Estimate/Quote #
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**PAYMENT OPTIONS**

Ariba\*    Departmental Purchasing Card  
VISA/MasterCard    Cash

Ariba Requestor:  
Business Office Approver:

\*If you are using Ariba, please fill out your Ariba Requester and Ariba Approver information.