THOMPSON RIVERS UNIVERSITY
Print Services

Date In _____ Date Required _____ Job No. _____

Name (Please Print) _____ Phone _____ Dept. _____

No. of Originals							
No. of Copies per original							

Delivery
Campus Mail ☐
Pickup ☐
Final Exam ☐

Service Requisition

Black Print..... ☐
Colour Print..... ☐
Press / Ink..... ☐
_____

8 ½ x 11..... ☐
8 ½ x 14..... ☐
11 x 17..... ☐
Other..... ☐

Back to Back (2 Sided) ☐
White ☐
Colours (specify) ☐
Cover Stock (specify) ☐

Folding ☐
Pad ☐
Collate ☐
Staple ☐
3 Hole Drill ☐
Cerlox or Coil Bind ☐
Laminate ☐
Trim ☐

Filename: _____

Job Description:	**Instructions:**	**Proof Required:** ☐

Invoice Information

_____
_____
_____
_____
_____
Charges _____

Bookstore

Signature _____
Code _____
Send _____ copies to Bookstore
PO# _____
E-SKU# _____
_____
Charges _____

Departmental Information

Signature _____
Code _____
_____
_____
_____
Copies Sent _____
Total Charges _____

DO NOT WRITE IN THIS BOX

Plates	___@___	_____	Colour Prints	___@___	_____
_____	___@___	_____	_____	___@___	_____
8 ½ X 11	___@___	_____	Cutting	___@___	_____
8 ½ x 14	___@___	_____	Wrapping	___@___	_____
11 x 17	___@___	_____	Punching	___@___	_____
Cover	___@___	_____	Folding	___@___	_____
Colour	___@___	_____	Laminating	___@___	_____
_____	___@___	_____	Press Room	___@___	_____
Rings / Tape	___@___	_____	_____	___@___	_____
File Prep	___@___	_____	_____	___@___	_____
Composition	___@___	_____	_____	___@___	_____
_____	___@___	_____			
_____	___@___	_____	Total		_____

White Finance Dept / Yellow Print Services