Southern Illinois University Carbondale

Printing/Duplicating/Mail Center Request

Printing *(commodities) –* ***Duplicating/Mail Center*** *(Contractual)*
Printing/Duplicating Service - Mail Code 6733
Southern Illinois University Carbondale

– ONE JOB PER FORM –

Date Completed

PRINTING ORDER NUMBER

DUPLICATING ORDER NUMBER

Job Name _____

Date Submitted _____ Date Wanted _____*

Contact Person _____

Department _____ _____ mailcode

Contact Phone _____ FAX _____

E-Mail Address _____

Deliver to _____
Bldg. Name or Address *Room Number*

FY Funds

Account Title _____

AIS Acct. # | | | | | | | | | | | | | | | | | | | | |
Budget Purpose | Dept Act. 1 | Dept Act. 2 | Object

Fiscal Officer Signature _____

○ Pickup ○ Proof by Email ○ Mail Off-Campus
○ Proof ○ Proof by Fax ○ Mail On-Campus

Quantity _____ Unfolded Size _____ Finished Size _____

Quantity _____ Unfolded Size _____ Finished Size _____

Kind of Paper _____ Color of Ink _____

_____ _____

Standard Letterhead: ○ Black and Maroon
Standard Envelope: ○ Black and Maroon ○ Black only

○ Lamination
Printing and Duplicating will not be responsible for damage to provided materials to be laminated.

Special Instructions:

○ Printing *Commodities* ○ Duplicating *Contractual* ○ Printing/Duplicating decides according to most efficient method

Please provide hard copy sample if available.

** Printing/Duplicating will make every effort to meet your deadline. Please allow an appropriate amount of lead time including design, proofing, and mailing. Lead time needed varies with job, contact Printing/Duplicating if you have any questions.*

www.pso.siu.edu/printing
Phone 618-453-2268
Fax 618-453-1643 (Printing)
Fax 618-453-1621 (Duplicating)
Digital files can be sent to design@pso.siu.edu.
Mailing lists can be sent to mailctr@pso.siu.edu.

Total Amount Billed _____

Date Billed _____

FAXED ORDERS ARE ACCEPTED **PLEASE RETAIN A COPY FOR YOUR RECORDS**