



**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 \_\_\_\_\_

Account Title \_\_\_\_\_

Date Submitted \_\_\_\_\_ Date Wanted \_\_\_\_\_ \*

FAS	M	J	A	M	N	D	FY
Acct. #							Funds

Contact Person \_\_\_\_\_

Department \_\_\_\_\_ mailcode \_\_\_\_\_

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

Contact Phone \_\_\_\_\_ FAX \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Fiscal Officer Signature \_\_\_\_\_

Deliver to \_\_\_\_\_  
*Bldg. Name or Address Room Number*

- Pickup
- Deliver to Mail Center
- Proof
- Proof by Fax

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

**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](mailto:design@pso.siu.edu).  
Mailing lists can be sent to [mailctr@pso.siu.edu](mailto:mailctr@pso.siu.edu).

Total Amount Billed \_\_\_\_\_

Date Billed \_\_\_\_\_