



JOHNSON & WALES
UNIVERSITY

CHARLOTTE CAMPUS

PRINTING & MAILING SERVICES

Phone: 980-598-1650

Email: print.clt@jwu.edu

WORK ORDER #

REQUEST FORM

CUSTOMER INFO

Requested By:

Telephone:

Department:

Date / Time Due:

Deliver Customer Pick Up

Proof Required: Yes No

SPECIFICATIONS

Black & White
Color
Color & BW

of Sets

One Sided
Two Sided
As is

SIZE

8.5 x 11
8.5 x 14
11 x 17

SIZE

18 x 24
24 x 36
36 x 48
Other _____

FINISHING

Bind	Coil	GBC	3 Ring	Size _____
Covers	Black	Clear	Special	
Staple	Portrait	Landscape	Single	Booklet
Fold	Half	Z-Fold	Letter	
Laminate	Size _____			
Tabs	5 cut			

Special Instructions: