

WORK ORDER—POSTERS AND SIGNS

INVOICE NO. _____

ATTENTION: Due to a temporary staffing shortage, all new project requests are potentially subject to a 3 to 4 week turnaround time. We apologize for the inconvenience.

Date: _____
PLEASE TYPE/PRINT ALL INFORMATION.

ORDERING DEPARTMENT	PHONE EXT.	DATE NEEDED <small>Please do not enter "ASAP"</small>	NO. OF PAGES	QUANTITY
WORKDAY COST CENTER	WORKDAY ACCOUNT ID	GRANT ID		AMOUNT
	64010 64010			\$
				SALES TAX
				TOTAL

FILE NAME/DESCRIPTION	ARTWORK PROVIDED BY
	<input type="checkbox"/> Customer provided file Format: _____ E-mail sent to: _____ <input type="checkbox"/> Typeset attached copy
Department of Printing use only: <input type="checkbox"/> Proof sent: _____ <input type="checkbox"/> Approved: _____ <input type="checkbox"/> Printed: _____ Final poster dimensions: _____ w X _____ h	

QUICK PRINT RESEARCH POSTERS	CUSTOM POSTERS	MOUNTED POSTERS	OUTDOOR SIGNS
Quick Print posters will be scaled to fit. Dimensions: <input type="checkbox"/> 42" h <input type="checkbox"/> 36" h <input type="checkbox"/> Ready to print (No proof) Stock: <input type="checkbox"/> Satin paper <input type="checkbox"/> Matte paper <input type="checkbox"/> Fabric Finishing: <input type="checkbox"/> Poster tube Note: When requesting a proof, approval is required to print.	Dimensions: _____ w X _____ h Stock: <input type="checkbox"/> Satin paper <input type="checkbox"/> Matte paper <input type="checkbox"/> Fabric Finishing: <input type="checkbox"/> Laminated (paper only) <input type="checkbox"/> Poster tube	Dimensions: _____ w X _____ h Stock: <input type="checkbox"/> Matte <input type="checkbox"/> Semigloss Finishing: <input type="checkbox"/> Laminated	Dimensions: _____ w X _____ h Stock: <input type="checkbox"/> Metal <input type="checkbox"/> Corrugated plastic/vinyl <input type="checkbox"/> With wire stake <input type="checkbox"/> Without wire stake <input type="checkbox"/> With grommets

DISPLAY BANNERS	POP UP DISPLAY BANNERS	DECALS/WALL GRAPHICS	CUSTOM
Dimensions: _____ w X _____ h Stock: <input type="checkbox"/> Outdoor vinyl Finishing: <input type="checkbox"/> With grommets <input type="checkbox"/> Without grommets	<input type="checkbox"/> Purchase stand <input type="checkbox"/> Replace previously installed banner with new banner <input type="checkbox"/> Swap 2 previously printed banners Stock: <input type="checkbox"/> Fabric	Dimensions: _____ w X _____ h Stock: <input type="checkbox"/> Permanent white vinyl <input type="checkbox"/> Gloss <input type="checkbox"/> Matte <input type="checkbox"/> Clear vinyl <input type="checkbox"/> Static cling (suitable for glass) <input type="checkbox"/> Wall cling (suitable for sheetrock) <input type="checkbox"/> Vinyl <input type="checkbox"/> Fabric Finishing: <input type="checkbox"/> Cut <input type="checkbox"/> Custom cut <input type="checkbox"/> Laminated (vinyl only)	Dimensions: _____ w X _____ h Stock: _____

A minimum of two days is required for processing, pending approval. Any additional work required for printing will be charged at the standard rate. After three proof notifications, the order will be billed for the design fee. **We reserve the right to change size to eliminate waste.** We cannot be responsible for customer-provided items. If custom stock is required, the Ordering Department accepts responsibility for payment. In the event that the order is incorrect, you have 30 days to request a reprint. Payment method: check/cash or departmental account. For departmental accounts the Workday Cost Center is required. If using a grant, the Workday Cost Center and the Grant ID are required. The grantholder must approve the Work Order—Specialty Printing form before submitting the order. **Orders should be submitted to printingorders@umc.edu.**

ACKNOWLEDGEMENT OF RECEIPT
Signature below acknowledges receipt of items in my presence in the quantity as indicated above.
Name (please print) _____ Date _____ Signature _____

CONTACT INFORMATION
Person authorized to sign on account (Name on signature card in Accounting):
Name: _____
E-mail: _____ Phone: _____
E-mail proof to: _____
Person to call when printing is ready:
Name: _____ Phone: _____
<input type="checkbox"/> Deliver to room no: _____ Building: _____
Credit department approved by:
Printing—CC10111— _____ Date: _____
Charge department approved by:
_____ Date: _____