

Hello Everyone,

Please be sure to use the new form named, "**Ricoh Print Center Work Order**" when submitting your jobs. Since we have new digital machines, some of the required information has been changed and/or updated.

- Please fill the form out **completely** and **correctly**. (Including your first AND last name.)
- When writing your print job title, make sure it matches the accompanying document accurately.
- Please submit multiple print jobs separately.
- Also, please do NOT use "**ASAP**". We need a specific date so we can properly prioritize the print jobs.
- We need at least an **hour** for turnaround time, depending on the size and scope of the job. This also can depend on how many jobs we already have printing. If you need your job turned around quickly, please let us know and we'll do our best to meet that deadline.

These requirements will help us to better complete your job on time as well as keep track of your job. If you have any question, please let us know!

## New Form

Thanks so much!

# RICOH

## PRINT CENTER WORK ORDER

**Please attach a sample**

**Test Security**  Yes  No  
(If "Yes", we will automatically shrink wrap)

**⚠ Please Read Carefully!** Work Orders cannot be accepted without this form and a **Budget Number!** **⚠**

**Budget Code: ACCT. SIX DIGITS FUND FIVE DIGITS DEPT. TEN DIGITS**

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Dept. \_\_\_\_\_ Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date/Time Needed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ : \_\_\_\_  AM  PM  
PLEASE PRINT CLEARLY (Please do NOT use "ASAP")

Full Name \_\_\_\_\_ Phone \_\_\_\_\_  
PLEASE PRINT CLEARLY

Title of Print Job only, please \_\_\_\_\_  
PLEASE PRINT CLEARLY

I certify that the document submitted for copying, in part or whole, is not protected by U.S. Copyright Law.  
 The document submitted for copying is copyrighted. I have attached a letter from the copyright holder authorizing reproduction.  
 I have performed a fair use analysis and conclude this copying constitutes fair use.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
SIGNATURE REQUIRED ONLY FOR COPYRIGHTED MATERIALS FOR PRINT

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**No. of Originals** \_\_\_\_\_ (Please, indicate only one, unless mult. originals. If mult. original pages have both color and blk & white, indicate which pages are color vs. blk & white.)  
(Note: A single sheet of paper, front & back, equals 2 originals.)

**No. of Copies** \_\_\_\_\_  Black & White, Black only.  
 Color, Any color(s) other than black.

**No. of Pads** \_\_\_\_\_

**Pages per Pad** \_\_\_\_\_

**Color Paper** \_\_\_\_\_

**Color Cover** \_\_\_\_\_

**Sides**  
 Front only (Simplex)     8 1/2 x 11     8 1/2 x 14  
 Front and Back (Duplex)     11 x 17     12 x 18

Notes \_\_\_\_\_

Size? \_\_\_\_\_ x \_\_\_\_\_

Regular Bond Regular #  
(Small Thickness, Reg. 20# Printer/Copier Paper)

Text Slightly heavier #  
(Medium Thickness, 24# or 70#)

Card/Cover Heavy #  
(Lg. Thickness) (67# Small, 80# Med., 110# Lg.)

Coated/Text Glossy, slightly heavier #  
(Medium Thickness-Glossy, 100#)

Coated/Cover Glossy, heavy #  
(Large Thickness-Glossy, 80#)

Other Example: #10 Envelopes #  
(Envelopes, ISP Security Paper, etc.)

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**Finishing (if needed)**

<input type="checkbox"/> Do Not Collate	<input type="checkbox"/> Saddle Stitch/Staple	<input type="checkbox"/> Laminate	<input type="checkbox"/> Board Foam
<input type="checkbox"/> Collate Only	<input type="checkbox"/> Comb Bind	<input type="checkbox"/> Shrink Wrap	<input type="checkbox"/> Half Fold
<input type="checkbox"/> Corner Staple	<input type="checkbox"/> Spiral Bind	<input type="checkbox"/> Grommets, _____	<input type="checkbox"/> Tri Fold
<input type="checkbox"/> Other, _____	<input type="checkbox"/> Punch 3 Hole		<input type="checkbox"/> Fold Other, _____

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**NCR CARBONLESS PAPER**

2 Part (White/Yellow)     3 Part (White/Yellow/Pink)     4 Part (White/Yellow/Pink/Gold)

**Banner Paper** - Larger than 12x18

Regular Bond

Luster Photo

Vinyl

These are the papers you would use if you're ordering copies/prints larger than 12" x 18"

(Updated Nov. 2019)

### Print Shop Use Only

<input type="checkbox"/> Approved for Printing	Job Cost Summary	Quantity / Note	Estimate / Cost
Approved by _____  Print Shop, Date Received _____ <div style="border: 1px solid black; height: 30px; margin: 5px 0;"></div> Print Shop, Date Completed _____ <div style="border: 1px solid black; height: 30px; margin: 5px 0;"></div>  TRAC # _____	Black Copier/Printer _____		
	Color Copier/Printer _____		
	Other _____		
	Padding Glue/Pad _____		
	GBC Binding-Comb _____		
	Laminate _____		
	Board-Foam/Adhesive _____		
	Grommets _____		
	Shrink Wrap _____		
	Off-Campus Printing _____		
	<b>TOTAL</b> _____		