PRINT REQUEST FORM
Please attach this form to your original or master to be duplicated before submitting to the Print Center.

Email it to unkprintcenter@unk.edu or fax it to 865-8100
Help us help you! Please complete ALL INFORMATION.

Date ___________________ Person Ordered __________________________________________

COST CENTER NUMBER
_________________________________________________

Help us help you!
Please complete ALL INFORMATION.

Clearly circle instructions

SIZE

8.5 X 11 8.5 X 14 11 X 17
One Sided  Front & Back

INK

Color  Black

TOTAL NUMBER OF PAGES ______

PAPER

*Standard white paper will be used unless otherwise specified

Pastels*

Blue
Buff
Canary
Goldenrod
Gray
Green
Ivory
Lilac
Orchid
Pink
Salmon
Tan
Turquoise

Astrobright Text*

Celestial Blue
Cosmic Orange
Fireball Fushia
Galaxy Gold
Gemini Green
Liftoff Lemon
Lunar Blue
Martian Green
Orbit Orange
Planetary Purple
Pulsar Pink
Re-Entry Red
Rocket Red
Sunburst Yellow
Terra Green
Terrestrial Teal
Venus Violet

Astrobright Cover*

Celestial Blue
Cosmic Orange
Fireball Fushia
Galaxy Gold
Gamma Green
Gemini Green
Liftoff Lemon
Lunar Blue
Martian Green
Orbit Orange
Planetary Purple
Pulsar Pink
Re-Entry Red
Rocket Red
Sunburst Yellow
Terra Green
Terrestrial Teal
Venus Violet

Text - 65#*

Blue
Cream
Gold
Green
White
Yellow

Text - 70#*

Birch
Cream
Gray
Ice Blue
Periwinkle
White

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DELIVERY LOCATION

Dept __________________________________________ Date Needed ________________
Bldg __________________________________________ Room ________________

Number of Originals _________________________ Copies Per Original _______________________

Total Copies ______________________________________________________________________

Special Instructions ________________________________________________________________

AUTHORIZED SIGNATURE X _____________________________________

BINDING

- Spiral
- Collated
- Fold ________
- Tape
- Uncollated
- 3-Hole Punched
- Laminated
- Padding
- Front Cover
- Labels
- Uncollated
- Back Cover
- Laminated
- cut # ________

STAPLE

- Spiral
- Collated
- Fold ________
- Tape
- Uncollated
- 3-Hole Punched
- Padding
- Front Cover
- Labels
- Uncollated
- Back Cover
- Laminated
- cut # ________