

# DISSERTATION/THESIS PRINTING & BINDING WORK ORDER

Date \_\_\_\_\_ Order Taken By \_\_\_\_\_ Job # \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Source: Flash Drive \_\_\_\_ CD \_\_\_\_ E-Mail \_\_\_\_ Hard Copy \_\_\_\_ Mgr. desktop \_\_\_\_

E-Mail \_\_\_\_\_ Approx due date \_\_\_\_\_

Address \_\_\_\_\_

Total Quantity to print \_\_\_\_\_ Quantity customer will pick up \_\_\_\_\_

Quantity delivered on campus \_\_\_\_\_ to: \_\_\_\_\_

Quantity shipped off campus \_\_\_\_\_ to: \_\_\_\_\_

**PRINTING**

# originals B/W \_\_\_\_\_ # originals Color \_\_\_\_\_ customer supplied paper \_\_\_\_\_

# sets 100% cott \_\_\_\_\_ • watermark • no watermark • S/S • D/S

# sets 20 lb \_\_\_\_\_ • if color, # sets 28 lb • S/S • D/S

Special Instructions \_\_\_\_\_

**BINDING**

University of Houston Maroon • Rice Blue • Other \_\_\_\_\_ Maroon Blue

**Cover Information** • Title Page Standard • Custom

Custom Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

**Spine Information** • Title Page Standard • Custom

Custom Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

**COVERS**

Up to 1" \_\_\_\_\_ 1"+ to 1.5" \_\_\_\_\_ 1.5"+ to 2" \_\_\_\_\_ 2"+ to 2.5" \_\_\_\_\_ 2.5"+ to 3" \_\_\_\_\_ 3"+ \_\_\_\_\_

**PRICING** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total \$ w/o tax \_\_\_\_\_

Paid \_\_\_\_\_

Date \_\_\_\_\_

Dept./Delivery Signature \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_