

OFFSET PRINTING REQUEST

**SEATTLE UNIVERSITY
REPROGRAPHIC SERVICES**
(206) 296-6180 FAX (206) 296-2163
You can e-mail your job to reprographic@seattleu.edu
Contact us for your e-mail copy request form

SHADED AREA FOR
REPROGRAPHIC USE ONLY

P.O.# _____
Re-Order _____
Last P.O.#

CHARGE CALCULATION

Job#	Amount
Total	\$ _____
priced by	

INTEROFFICE BUDGET # _____
Requested By _____
Department _____
Telephone _____
Date Submitted ___/___/___ AM PM
DATE DUE ___/___/___ AM PM

<input type="checkbox"/> Call for Pick up
<input type="checkbox"/> Deliver To _____ Building _____ Room _____
<input type="checkbox"/> To Mail Room for Distribution on ___/___/___

Please use this form when requesting **offset printing** orders. Submit a sample of layout. Most orders come in multiples of 500 and require a week to 10 day for completion.

Please choose either **OFFICE** or **SCHOOL/COLLEGE** (listed below)

<input type="checkbox"/> Office	<input type="checkbox"/> Arts & Sciences	<input type="checkbox"/> Nursing
<input type="checkbox"/> Albers	<input type="checkbox"/> Science & Engineering	<input type="checkbox"/> A.A. Lemieux
<input type="checkbox"/> Law	<input type="checkbox"/> Matteo Ricci	<input type="checkbox"/> University Honors
<input type="checkbox"/> Theology and Ministry	<input type="checkbox"/> Education	<input type="checkbox"/> Alumni

LETTERHEAD AND ENVELOPES

TYPE	QUANTITY	TYPE	QUANTITY
2-Color SU Letterhead 8½ x 11 (Eggshell)	_____	Black Letterhead 8½ x 11 (60# Aspen)	_____
2-Color SU #10 Envelopes (Eggshell)	_____	Black #10 Envelopes	_____
2-Color Memo/Note Sheets 5½ x 8½	_____	Black #9 Envelopes	_____
		Black #10 Window Envelopes	_____
		#9 and #10 envelopes are 500 per box	

OTHER QUANTITY _____
Specify Size, Stock, and Ink Color(s)

PLEASE NOTE: WATERMARKED STATIONERY IS NO LONGER AVAILABLE