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.) You may abbreviate, but do so sparingly and be very clear. That way we can identify your job easily.
- 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.

Lastly, please be honest and realistic about your turnaround times.

We require at least an hour for turnaround time, depending on the size and scope of the job. This also depends on how many jobs we already have printing. So, if you do need your job turned around quickly, please let us know and we’ll do our best to meet that deadline. But, if you do not need your job completed any time soon, please do not write that it’s needed tomorrow and then not pick up until weeks later.

All of 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.

Thank you

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### RICOH PRINT CENTER WORK ORDER

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

<table>
<thead>
<tr>
<th>Budget Code:</th>
<th>ACCT. 6 digits</th>
<th>FUND 5 digits</th>
<th>DEPT. 10 digits</th>
</tr>
</thead>
</table>

**Title of Print Job** only, please

- Title of document being submitted, **NOT** your personal title.

**Please indicate only one**

- Black & White
- Black only
- Any color other than black

**No. of Originals?**

- (A single sheet of paper, front & back, equals 2 originals)

**No. of Copies?**

**Days of Week**

- Please indicate only one

**Sides**

- Front only (Simplex)
- Front and Back (Duplex)

**Color?**

- Black only
- Any color other than black

**Color Cover?**

**Finishing (if needed)**

- Saddle Stitch/Staple
- Collate Only
- Corner Staple
- Other Staple
- Laminating
- Shrink Wrap
- Grommets
- Board Foam
- Half Fold
- Tri Fold
- Fold Other

**Collate Only**

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

**Budget Code:**

- ACCT. __ __ __ __ __ __ FUND __ __ __ __ __ DEPT. __ __ __ __ __ __ __ __ __ __

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### Print Shop Use Only

<table>
<thead>
<tr>
<th>Job Cost Summary</th>
<th>Quantity / Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Copier/Printer</td>
<td></td>
</tr>
<tr>
<td>Color Copier/Printer</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Padding Glue/Pad</td>
<td></td>
</tr>
<tr>
<td>GBC Binding-Comb</td>
<td></td>
</tr>
<tr>
<td>Laminating</td>
<td></td>
</tr>
<tr>
<td>Board Foam/Adhesive</td>
<td></td>
</tr>
<tr>
<td>Grommets</td>
<td></td>
</tr>
<tr>
<td>Shrink Wrap</td>
<td></td>
</tr>
<tr>
<td>Off-Campus Printing</td>
<td></td>
</tr>
</tbody>
</table>

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**TRAC #**

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Please attach a sample

**Test Security**

- [Yes] Yes
- [No] No

(If “Yes”, we will automatically shrink wrap)

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**Date/Time**

- Date needed
- Time Needed (AM or PM) (Please do NOT use “ASAP”)

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**Signed**

- Date

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**Approved by**

- Print Shop, Date Received

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**Approved by**

- Print Shop, Date Completed

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**Thank you**

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*(Updated June 2013)*

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