

Large Format Print Order Form

Date / Time Received:		Library Staff Taking Order:	
Last Name:		First Name:	
Address:			
City, State, ZIP:			
Phone:		UA Team/Dept:	
<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card	<input type="checkbox"/> UA Dept Charge, Account #:	
Disk Type (Put your NAME on your DISK!): <input type="checkbox"/> CD <input type="checkbox"/> 3.5" Floppy <input type="checkbox"/> ZIP 100/250 <input type="checkbox"/> Flash			

One file per form!

<i>ESTIMATED MINIMUM COST</i>	FINAL COST
Paper fee: \$ NOTE: 'proofs' printed on the Large Format Printer will be charged at standard rates	Paper fee: \$
Setup fee: \$2.50 per file	Setup fee: \$2.50
ADDITIONAL SERVICE FEES MAY APPLY @ \$25 per hour! We won't know until we try to print your file.	Additional Service Fees: \$_____ @ \$25 per hour
RUSH fee: \$15 per print	RUSH fee:
Trim fee: \$5 per print	Trim fee:
Tube: \$3.50 each	Tube:
CD / Disk: (cost varies)	CD / Disk:
ESTIMATED COST: \$ ADDITIONAL FEES MAY APPLY!	TOTAL COST: \$

Failure to pay any fees or charges will result in the loss of library privileges. Past due charges may be turned over to a collection agency. Users are responsible for all collection costs and legal fees.

Policies and fees are subject to change at any time without prior notice.

Additional charges may apply. Customer is responsible for final costs.

Signature: _____ Date: _____

One file per form!

Full File Name (ex: filename.ai):	Application & version used PC format ONLY (ex: Photoshop 6):
Document / Image Size (in inches): <i>NOTE: Document size is not final paper size</i>	_____ width x _____ height Copies: _____ _____ width x _____ height Copies: _____
Paper Type: <input type="checkbox"/> Coated <input type="checkbox"/> Hi-Gloss	Color: <input type="checkbox"/> Full Color <input type="checkbox"/> Grayscale

PHOTOCOPY USE ONLY	
Proof print approved by customer, if needed: Initials: Date/Time:	Proof Paper size used: _____ width x _____ height Copies:
Paper size used: _____ width x _____ height Copies: _____ width x _____ height Copies:	
Date/Time completed:	Turnaround time =
Printed by:	

PRINT NOTES - PHOTOCOPY USE ONLY	
Paper size/s:	
Orientation: <input type="checkbox"/> Portrait <input type="checkbox"/> Landscape	
Print Quality: <input type="checkbox"/> Best <input type="checkbox"/> Normal <input type="checkbox"/> Draft	
Print Options: <input type="checkbox"/> Scale to Fit Media	
Notes:	