



West Texas A&M University

Print Shop Order Form

Job Description _____ Date _____

Charge to _____ Account Number _____

Deliver to _____ Building/Room No. _____

Contact Person _____ Phone _____

Email _____

Signature of Department Head

ATTACH EXAMPLE IF AVAILABLE

Signature of Dean/Senior Administrator

Business Cards

Quantity _____ (Minimum order is 100 cards.)

Date Needed _____

Text

Name _____

Title _____

Department or Office _____

WTAMU Box 6 _____

Canyon, Texas 79016-0001

Phone Numbers

Office _____

Cell _____

Fax _____

Email _____

Additional Information _____

NOTE: Business cards are limited to nine lines of text. Print Shop personnel will format card information and may include two phone numbers on one line.

Letterhead

Quantity _____ (500 sheets per ream) #1 Bond

Date Needed _____ Linen

Logo and text are printed in maroon ink.

Envelopes

Quantity _____ (500 per box) #10 White

Date Needed _____ #10 Window White

Logo and text are printed in maroon ink. #9 Business Reply

Other

Name/Type of Project _____

Quantity _____ Date Needed _____

Flat Size _____ Folded Size _____

Colors of Ink 1 color _____

2 colors _____

4 colors (CMYK) 5 colors (CMYK plus maroon)

Paper _____

Other Instructions _____

Paper—8 1/2 in. x 11 in. Indicate quantity next to color. (Text—500 sheets per ream; cover—250 sheets per ream.)

#4 Bond

- ___ blue
- ___ buff
- ___ canary
- ___ cherry
- ___ goldenrod
- ___ gray
- ___ green
- ___ ivory
- ___ orchid
- ___ pink
- ___ salmon

Hots Text / **Hots Cover**

- ___ blue
- ___ celestial blue
- ___ cherry
- ___ daffodil
- ___ emerald
- ___ fushia
- ___ grape
- ___ green
- ___ lemon
- ___ lime
- ___ lipstick
- ___ orange
- ___ red
- ___ turquoise (text only)

Vellum Bristol

- ___ blue
- ___ canary
- ___ goldenrod
- ___ gray
- ___ green
- ___ ivory
- ___ orchid
- ___ salmon
- ___ tan

Parchment Text /

Parchment Cover

- ___ bluestone
- ___ champaign
- ___ orchid
- ___ pewter
- ___ sagebrush

Other Cover

- ___ chili (maroon)
- ___ white
- ___ other _____

Index

- ___ blue
- ___ buff
- ___ canary
- ___ cherry
- ___ green
- ___ salmon
- ___ white