

ADWORKS

Printing Request Form
Valparaiso Union
464-5007



Office Use Only

Completed

Date Ordered: _____ Date Due: _____

Ordered By: _____

Organization/Department: _____

Telephone Number: _____

Account Number: _____

Description of Copy: _____

Note: Adworks reserves the right to substitute paper and/or make changes in the layout if necessary.

NUMBER OF COPIES (If Not Mass Mailing)

- # _____ Full Page Flyer
- # _____ Sheets - Then cut - 1/2
- # _____ Sheets - Then cut - 1/3
- # _____ Sheets - Then cut - 1/4
- # _____ Posters (11 x 17)
- # _____ Table Tents (11 x 17 Hvy Wgt Only)

MASS MAIL - 1 per room & 1 per faculty/staff

- # _____ 1,750 Full Page Shts
- # _____ 875 1/2 Page Shts
- # _____ 584 1/3 Page Shts
- # _____ 438 1/4 Page Shts

MASS MAIL - 2 per room & 1 per faculty/staff

- # _____ 2,750 Full Page Shts
- # _____ 1,375 1/2 Page Shts
- # _____ 917 1/3 Page Shts
- # _____ 688 1/4 Page Shts

STUDENT BODY ONLY - 1 per room Adjust to 2 per room

- # _____ 1,000 Full Page Shts
- # _____ 500 1/2 Page Shts
- # _____ 334 1/3 Page Shts
- # _____ 250 1/4 Page Shts

FACULTY/STAFF ONLY - 1 per room Adjust to 2 per room

- # _____ 750 Full Page Shts
- # _____ 375 1/2 Page Shts
- # _____ 250 1/3 Page Shts
- # _____ 188 1/4 Page Shts

_____ Other _____ Faculty Only (500)
_____ Staff Only (250)

COLORS - choose color	8 1/2 x 11	11 x 17	11 x 17 COVER
circle size			
Aqua			x
Blue - Pastel	x	x	x
- Bright Blue	x		
- Celestial Blue	x		
Buff	x	x	
Cherry		x	
Cream		x	
Gold	x	x	x
Gray	x	x	
Green - Pastel	x	x	x
- Bright / Martian / Terra	x	x	x
- Gamma / Gemini (Christmas)	x	x	x
Ivory		x	
Orange - Bright Orange	x	x	
Orchid	x	x	
Peach			x
Pink - Pastel	x	x	x
- Bright / Pulsar Pink	x	x	x
- Fireball Fuchsia	x		
- Pulsar Pink			x
Purple - Planetary Purple	x		
Red - Bright Red / Rocket	x	x	x
- Re-entry Red	x	x	
Salmon	x	x	
Tan			x
White	x	x	x
- Stardust White	x		
Yellow - Pastel	x	x	x
- Bright Yellow	x	x	
- Solar Yellow / Lemon			x

Copy Preparation

- _____ Separate by Res. Hall when printing
- _____ Two Sided Printing
- _____ Laminating
- _____ Cutting
- _____ Staple
- _____ Folding: _____ Half _____ Thirds
- _____ Table Tents (150 folded/stapled)
- Other: _____

ADWORKS PRINTING CHARGES

8 1/2 x 11 Paper

Standard Paper:

<100	# _____ Copies	X .05/copy - one sided	\$ _____
		X .07/copy - two sided	\$ _____
>100	# _____ Copies	X .025/copy - one sided	\$ _____
		X .035/copy - two sided	\$ _____

Astrobright Paper:

<100	# _____ Copies	X .10/copy - one sided	\$ _____
		X .12/copy - two sided	\$ _____
>100	# _____ Copies	X .05/copy - one sided	\$ _____
		X .07/copy - two sided	\$ _____

11 X 17 Paper

<100	# _____ Copies	X .10/copy - one sided	\$ _____
		X .12/copy - two sided	\$ _____
>100	# _____ Copies	X .05/copy - one sided	\$ _____
		X .07/copy - two sided	\$ _____

11 X 17 Poster

# _____ Copies	X .15/copy - one sided	\$ _____
	X .20/copy - two sided	\$ _____

Banner Paper

# _____ Yards	X .50/yard	\$ _____
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Reams of Paper - *Purchase*

8 1/2 X 11	# _____ Reams	X \$3.00 (white)	\$ _____
	# _____ Reams	X \$6.00 (colors)	\$ _____
	# _____ Reams	X \$9.25 (astrobright)	\$ _____
11 X 17	# _____ Reams	X \$12.00 (colors)	\$ _____
	# _____ Reams	X \$18.50 (astrobright)	\$ _____
	# _____ Reams	X \$18.50 (heavy weight 250 sheets)	\$ _____

Single Sheet - *Purchase*

8 1/2 X 11	# _____ Sheets	Standard: .02/sht	Astrobright: .06/sht	\$ _____
11 X 17	# _____ Sheets	Standard: .05/sht	Astrobright: .10/sht	
		All Poster: .15/sht		\$ _____

Laminating

8 1/2 X 11	# _____ Pages	X .75/each	\$ _____
8 1/2 X 14	# _____ Pages	X 1.00/each	\$ _____
11 X 17	# _____ Pages	X 1.50/each	\$ _____

Cutting

# _____ Sheets	X .01 per sheet	\$ _____
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Folding

# _____ Copies	X .01 per sheet	\$ _____
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Stapling

# _____ Sets	X .0075 per staple	\$ _____
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Table Tents

(suggest 5 1/2 x 8 1/2 original)	\$15.00 assembly fee	\$ _____
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Other

_____	Amount will vary per order	\$ _____
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TOTAL COST \$ _____