



Titan Print and Mail
1207 1/2 North Main Street | Bloomington, IL 61701
8:00 am–4:30 pm, Monday–Friday
titanprint@iwu.edu | (309) 566-3087

OFFICE USE ONLY

Job Number: _____

RETAIL PRINTING JOB ORDER FORM

Requested by (Name): _____

Email: _____ Phone: _____

Print Job Name: _____ Date: _____ Date Due: _____

Quantity: _____ No. of Pages: _____ Page Size: _____ Black and White Color

COPY

- Double Sided
- Single Sided
- Up (*how many of one print per page*)
- 20# White
- 20# Color
- 60# Stock
- 70# Stock
- 100# Velvet Text
- 80# Cover
- 110# White Index
- 110# Color Index
- 100# Velvet Cover
- 14 pt
- Special _____

FINISHING

- Collate
- Staple
- Cut
- Fold
- Pad
- Saddle Stitch (*2 staples in the spine*)
- Coil Binding Punch
- Clear Cover
- Back Cover
- 3 Hole Punch

ADDITIONAL INSTRUCTIONS

I certify that with my signature the requested print project has been completed and picked up.

Signature _____ Date _____

OFFICE USE ONLY

Personal Pricing _____

Date Billed _____

TOTAL _____