OPEN ORDER REQUEST FOR PRINTING

THE UNIVERSITY OF NORTH CAROLINA

PRINTING SERVICES • CHAPEL HILL, NORTH CAROLINA

OPEN ORDER REQUEST FOR PRINTING

CHECK THE APPROPRIATE BOX AND SIGN BELOW.	DEPARTMENTAL REQUEST NUMBER	DATE RECEIVED & JOB NUMBER
☐ I certify that the materials I have submitted to be printed DO NOT contain copyright protected material. ☐ I have written permission from all copyright owners to (re)print the materials I have submitted.		
☐ I own the copyright for all of the materials I have submitted to be printed.	REQUISITION DATE	
Signed Date	·	REQUESTED DELIVERY DATE
REQUESTING DEPARTMENT		REQUESTED DELIVERY DATE
ACCOUNT NUMBER		
CONTACT PERSON	PHONE	
	RETURN CANARY COPY OF REC	QUISITION TO:
UNC PRINTING SERVICES CB# 1110, BENNETT BUILDING CHAPEL HILL, NC 27599-1110		
PHONE: 962-5566 FAX: 962-0671	CUSTOMER: KEEP PINK COPY I	FOR YOUR FILE
DELIVER TO:		
DEPARTMENT, BUILDING & ROOM NUMBER)		
□ PUT ON TRUCK □ CALL WHE		MAILING INSTRUCTIONS
☐ LABEL & MAIL ☐ PHOTO-DIRECT ☐ OFF	SET PLATES	
□ PADDED: PER PAD □ PERFORATE		
		,
STAPLED PUNCHED		
☐ COLLATED ☐ FOLD	MAILING DATE	☐ ADDRESS ON PRINTED MATTER
	COLOR, ETC.	☐ ADDRESS ON ENVELOPES ENVELOPES FURNISHED BY CUSTOMER
SPECIAL PAPER STOCKCOLOR, ETC.	ROUTE MAIL YES NO YES NO	
☐ ONE SIDE ONLY ☐ FRONT & BACK	□ NUMBERED: FROM	то
	IMPORTANT	DDIOT.
QUANTITY BE COMPLETE: Include paper, ink, form nu	mbers, and a sample copy (with old job number) if it has	s been printed before. PRICE
·		
	TAIN DINK CODY FOR YOUR FILE	TOTAL
RE	TAIN PINK COPY FOR YOUR FILE od in securing printing, binding, or mailing services fr	

and equipment.