



Printing Services Order Request

() Printing () Copying/Mail Center
 Printing Service—Councill Training Building
 Alabama A. & M. University—Normal, Alabama 35762

Date Completed
Printing Order Number
Copying Order Number

Please Type

Funds must be available in your budget for acceptance of the print order request

Job Name _____

Date Submitted _____ Date Wanted _____ Fund _____

Contact Person _____ Organization _____

Department _____ Account Number _____

Contact Telephone _____ Budget Manager Signature _____

E-mail Address _____ () Pickup () Proof () Proof by Fax

Quantity	Description	Price

() Black Ink () Black and One Color Ink () Full Color Ink

Special Instructions (Use back if needed)

() Printing () Copying () Printing Services will decide according to the most efficient method

Please provide hard copy sample if available.

**Printing Services will make every effort to meet your deadline. Please allow an appropriate amount of lead time including design and proofing. Lead time needed varies with job, contact Printing Services if you have questions. All request for off campus printing requires an approved Off Campus Printing Form. PRINTING SERVICE USE ONLY*

Telephone (256) 372-5770 (Printing)
 (256) 372-5641 Copy/Mail Center
 Digital Files can be sent in PDF format to printshop@aamu.edu

Total Amount Billed _____

Date Billed _____