### WORK ORDER FORM

**School of Dentistry**

**Media Center**

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<th>Name</th>
<th>Extension</th>
<th>Email</th>
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<tr>
<th>Division/Section</th>
<th>Name of Project</th>
<th>Date Requested</th>
<th>Time Requested</th>
<th>Order Taken By</th>
<th>Date Needed</th>
<th>Time Needed</th>
<th>Recharge ID</th>
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<th>Authorizing Signature</th>
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- [ ] P.I.
- [ ] Div. Chair
- [ ] Div./ Sec. Administrator
- [ ] Other Unit/ Clinic
- [ ] C.E.
- [ ] Outside Unit

### PROJECT TYPE

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<tr>
<th>DESCRIPTION</th>
<th>ESTIMATED CHARGE</th>
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**PLEASE NOTE THAT ALL PROOFS WILL BE SUBJECT TO CHARGES**

- [ ] Check box if you want a proof
- [ ] I waive my proof and understand I will be charged for all copies.

Customer Signature ________________________________

Proof Due on: ________________________________

Proof Completed on: ________________________________

**Estimated Costs**

(Excludes rush turnaround)

See back for price list. Please note, this is only an estimate. A final total will be presented when final project is delivered/picked-up. See back for price list.

Thank you.

- [ ] I understand and agree to pay the cost for the requested Media Center services.

Customer Pick Up ____________________________ Date ____________

Total Costs ________________________________
LARGE-FORMAT POSTER PRINTING (up to 42” x 100’)

School of Dentistry Patron
- Heavyweight Coated Paper $6.50/sq.ft.*
- Instant Dry Ink Satin $6.50/sq.ft.*
- Instant Dry Ink Photo Gloss $6.50/sq.ft.*
- Ultralight Polyester Fabric $6.50/sq.ft.*

Non - Dentistry Patron
- Heavyweight Coated Paper $7.50/sq.ft.*
- Instant Dry Ink Satin $7.50/sq.ft.*
- Instant Dry Ink Photo Gloss $7.50/sq.ft.*
- Ultralight Polyester Fabric $7.50/sq.ft.*

*At the Media Center's discretion, an additional $0.50 per square foot may be applied for heavy ink usage (i.e. any posters with dark, saturated backgrounds and/or images).

No. of Posters ____________
No. Sq. Ft. ________________ $ __________

SPECIAL POSTER OPTIONS

Special Poster Options
- 1/4” Foam Board Mounting (up to 40” x 60”) $2.50/sq.ft.

Quantity ____________ $ __________

XEROX LASER PRINTS

- Letter 8.5” x 11” $0.30 each
- Letter 8.5” x 14” $0.35 each
- Tabloid 11” x 17” $0.50 each
- Heavyweight Paper Stock $0.75 each
- Certificates $1.00 each

No. of Prints ______________ $ __________

LAMINATION

(Only for School of Dentistry)

- Business Card 2 3/16” x 3 11/16” $0.30 each
- Letter 8.5” x 11” $0.75 each
- Legal 8.5” x 14” $1.00 each
- Tabloid 11” x 17” $1.25 each

Quantity ______________ $ __________

RUSH TURNAROUND

- 25% additional for 24-hour, next day service.
- 50% additional for 8-hour, same day service.

Total Costs __________________________

50% additional for 8-hour, same day service.