Printing order checklist

To start an order at Printing Services, you will need the following:

_____ **UI requisition.** On it, write:

_____ **Your MFK number.**
Obtain from your department’s office staff.

_____ **Whether the order is new, a reprint, or a revision.**

_____ **Last job number.**
If the order is a reprint or revision.

_____ **Quantity you want.**

_____ **Signatures.**
University requires two authorized signatures on requisitions.

_____ **Brief description.**
Single-fold brochure on 11x17 white cover stock, or 3-part NCR form, for example.

_____ **Whether you want to see a proof.**

_____ **Date you want the job delivered.**
Be specific: ASAP and RUSH mean different things to different people.

_____ **Place you want the job delivered.**
Mail Services, your office, a receiving dock? Specify person, room, and building.

_____ **Sample or mock-up.**
Especially if your piece prints on two sides or has folds.

_____ **CD or disk** if applicable.

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**Send or bring everything on this list to:**

UI Printing Services
100 Mossman Business Services Bldg
Iowa City, Iowa 52242-1602
Phone 384-3700, fax 384-3707

[www.uiowa.edu/printmail](http://www.uiowa.edu/printmail)