

Print Support Services IDT Charge Form

University of Houston-Clear Lake
 2700 Bay Area Boulevard, Houston, Texas 77058 www.uhcl.edu/print support services
 Phone: (281) 283-2220
 FAX: (281) 283-2219
 Email files to: ColorPrint@uhcl.edu

Job number: _____
 Date received _____
 Date completed _____
 Time Spent _____

Job Description _____ Department _____ Box no. _____ Ext. _____
 Requested by _____ Bldg./Rm. # _____ Date needed _____

*Required

*Speed Type	Fund	Dept ID	Program	Proj/Grt	Account	CF 1	EST. AMOUNT	FINAL AMOUNT
_____	_____	_____	_____	_____	52503	_____	_____	_____
_____	_____	_____	_____	_____	52503	_____	_____	_____

Budget Authority and Business Administrator signatures are required before your request will be processed To submit Print Support Services IDT Charge Form, email to ColorPrint@uhcl.edu, drop off at Bayou2403 or send through interoffice mail to Box 300.

Budget Authority _____ Business Administrator _____
 Type/Print Name _____ Type/Print Name _____
 Date _____ Date _____
 Office of Sponsored Programs Signature _____ Date _____

Number of originals	Number requested (quantity)	Size	Total Copies

PAPER/FORMS:	TO BE PRINTED:	BINDING:
<input type="checkbox"/> White Rag bond _____ Color paper _____ Cover stock _____ <input type="checkbox"/> Color copies _____ <input type="checkbox"/> Copy Paper # of cases _____ NCR Forms _____ NCR 2 3 4 5 PART	<input type="checkbox"/> Laminating <input type="checkbox"/> Color poster Poster Size _____	<input type="checkbox"/> One side Two sides Bleed <input type="checkbox"/> Collate and staple <input type="checkbox"/> Collate only <input type="checkbox"/> Stacked <input type="checkbox"/> Covers <input type="checkbox"/> Binding (_____) size <input type="checkbox"/> Shrink wrap <input type="checkbox"/> 3 hole punch <input type="checkbox"/> Fold <input type="checkbox"/> Cut <input type="checkbox"/> Perforate

SPECIAL INSTRUCTIONS TO PRINT SUPPORT SERVICES _____

UHCL PRINT SUPPORT SERVICES USE ONLY

White paper		Binding (GBC) (VELO)	
White paper/3-hole punch		Vinyl Covers - clear or black	
White paper: legal, 11 x 17		Cut/fold/perforate	
Colored paper		Custom fold	
Color paper dividers		Stapling	
Cover stock		Manual 3-hole punch	
Laminating		Color Copies: (letter), (11 x 17), (12 x 18)	
Shrink wrap		HP Color Posters	
		Copier Paper/Forms	

TOTAL COST _____