

JOB ORDER FORM for Colored Printing

UNIVERSITY COMMUNICATIONS OFFICE

ESTIMATED COST:

Request Procedures:

- **FILL OUT JOB ORDER FORM PROPERLY. NO FORM, NO JOB.**
- If a document is to be laid-out, attach sample layout and graphics needed.



THINGS TO BE DONE:	
<input type="checkbox"/> Layout Document/Draft <input type="checkbox"/> Print Master Copy <input type="checkbox"/> Scan Photo/Graphics	JOB SPECIFICATIONS: Name: _____ Office: _____ Contact Number: _____ Type of Document: _____ No. of Copies per Sheet: _____ Paper Size: <input type="checkbox"/> Short <input type="checkbox"/> Long <input type="checkbox"/> Legal <input type="checkbox"/> Others: _____ Paper Type: _____
PROOFREAD BY: _____	
DATE NEEDED: _____	
DATE SUBMITTED: _____	

PRINT CHARGES (To be filled up by UCO PERSONNEL)

	NO. OF COPIES	TOTAL
INEO+200		
P _____ per sheet	_____	P _____
P _____ paper price	_____	P _____
COLORED PRINTING		
P _____ per sheet	_____	P _____
P _____ paper price	_____	P _____
SUBTOTAL		P _____
GRAND TOTAL	P _____	_____

LOG IN METER

LOG OUT METER

TOTAL SHEETS PRINTED

Received the items in good condition.	Receipt Number:
Received by: Date:	



FINANCE OFFICE COPY
(To be filled up by UCO PERSONNEL)

COLORED PRINTING	P _____
PAPER	P _____
SUBTOTAL	P _____
ADD 30% Press Charge	P _____
GRAND TOTAL	P _____



CHARGE INFORMATION: (TO BE FILLED UP BY THE REQUESTING PARTY)
Name: _____
Office: _____
Contact Number: _____
Charged to: _____
Budget Approval(Finance Office): _____
UCO Director's Approval (for rush jobs): _____
Unit Head Signature: _____