

JOB ORDER FORM for Laser Printing

UNIVERSITY COMMUNICATIONS OFFICE

ESTIMATED COST:

Request Procedures:

- **FILL OUT JOB ORDER FORM PROPERLY. NO FORM, NO JOB ORDER.**
- 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	JOB SPECIFICATIONS:
Laser Printing <input type="checkbox"/> Print in Color <input type="checkbox"/> Print in Black and White	Name:
PROOFREAD BY: _____	Office:
DATE NEEDED: _____	Contact Number:
DATE SUBMITTED: _____	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:

PRINT CHARGES (To be filled up by UCO PERSONNEL)

	NO. OF COPIES	TOTAL
INEO+368 (MONOCHROME)		
P _____ per sheet	_____	P _____
P _____ paper price	_____	P _____
INEO+368 (FULL COLOR)		
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: