

THE UNIVERSITY OF IOWA
Printing and Mailing Services

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.

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 384-370

www.uiowa.edu/printmail