P.S. use ONLY
Job #

REQUEST for PRINTING

LU Printing Services

Lincoln University

120 Schweich Hall ~ (573) 681-5395

(Please Type)

THIS AREA MUST BE COMPLETELY FILLED OUT TO PROCESS YOUR PRINTING NEEDS		
1. DEPARTMENT NAME:	2. PHONE #	
3. ACCOUNT # :	4. BUILDING & ROOM #	
5. DATE OF REQUEST:	6. REQUESTED BY:	7. EMAIL (OPTIONAL):
8. DATE REQUIRED:	9. SIGNATURE OF APPROVING AUTHORITY Print out and sign here	10. DATE:

***See our simple pricing guide on the back or at* www.lincolnu.edu/~printing**

11. ITEM	12. DESCRIPTION OF ITEMS TO BE PRINTED	13. QTY	14. TOTAL
1			
	TOTAL:		

THIS FORM IS TO BE SENT DIRECTLY TO LU PRINTING SERVICES

*
Always attach a sample and note if: ❒ NEW ❒ REVISED ❒ REPRINT

LINCOLN University