

# General Order Form

AUXILIARY ENTERPRISES - Campus Technology & Supply Store

Date Requested: \_\_\_\_\_

Date Needed: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Department: \_\_\_\_\_

Address / Bldg / Rm #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Speedtype #: \_\_\_\_\_

Business Manager or  
Authorized Signature: \_\_\_\_\_

**LSU Health**  
NEW ORLEANS

1901 Perdido / MEB • 2nd Floor • Room 2200  
New Orleans, Louisiana 70112

phone (504) 568-2565 • fax (504) 568-4598  
aegraphics@lsuhsc.edu • www.lsuhs.edu/administration/ae/dp.aspx

## DELIVERY INFORMATION

- Customer will pick up  
 Contact Info  
 Other - specify directly below

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Bldg/Rm #: \_\_\_\_\_

Phone #: \_\_\_\_\_

## JOB DESCRIPTION

Job Name: \_\_\_\_\_

Estimate Requested:  Yes  No

Quantity: \_\_\_\_\_

Printing:  Black & White  Color  Combination  
 Single sided  Double sided  Combination

Paper Type:  Standard Copy  Laser  Other \_\_\_\_\_

Paper Size:  Letter  Legal  Tabloid (11x17)  Other \_\_\_\_\_

Binding:  Yes (describe below)  No

Detailed Description:

### POSTER ORDER

Posters are printed on heavy-weight semi-gloss paper.

Total # of Posters: \_\_\_\_\_

# of Prints per Poster: \_\_\_\_\_

Final Print Size: \_\_\_\_\_

#### Print Ready file provided

- Yes  
 Not print ready - layout work needed

#### Mount

- No  
 Yes  
 Gatorboard (similar to foamcore, but more durable)  
 Other: \_\_\_\_\_

Laminate - beneficial for posters displayed long-term or multiple times.

- No  
 Yes  
 Gloss  Dry Erase  Matte

#### Travel Tube

- None  36"  42"  48"

## PROOF: (Check One)

Exact Reprint. No proof necessary.

Email: \_\_\_\_\_