

JOB TICKET INSTRUCTIONS

Below are some general instructions for filling out and submitting a job ticket.

Fill out the Department Information section of the ticket.

The second line in this section is for the BlueSky account information for this job.

This information can be obtained from your department Budget Manager.

Print and Mailing Services' jobs always use the account code of **557190**, do not change this number.

Please note that there may be a delay in the processing of a job if we do not have your BlueSky account information. For any job that is being charged to a grant, the departmental Budget Manager must email Print and Mailing Services with the grant/project code before we can proceed.

In the Job Name field, avoid using only general terms like *flyers* or *programs*. This field will act as a reference on your Mobius and in our database. A more descriptive job name makes for easier record reconciling and job look-ups.

If you are placing the order but it is not being delivered to you, place your name in the Ordered by field and the name of the person to whom the job is being delivered in the Attention field.

The Deliver to field should contain the Mailstop information for where the job is to be delivered. However, if your department mailstop is unstaffed or you need the job to be dropped off at a specific office or room, you may put that information here. Keep in mind that someone needs to be available to sign for the job when it is delivered. You may also put "pick-up" in the Deliver to field, and we will notify you when the job is ready.

In the Notes section, or in the body of the email of your job request, give a description of what you would like done: "50 color copies of the attached file" e.g. Be as thorough as you can. We will always call for clarification if we are not clear on what you are requesting, so don't worry if you're not sure how to describe what you want.

Once the ticket is complete: "save as" to your desktop. Remember to re-name your job ticket each time you save it.

Attach the completed job ticket and any files to be printed to an email and send to:

Printandmailing@depaul.edu

If you have any questions, please feel free to contact Print and Mailing Services at any of these numbers:

		From outside DePaul
Loop Supervisor:	x2-6286 or 2-8367	312-362-6286
LPC Supervisor:	x5-7579	773-325-7579
Manager:	x2-8878	312-362-8878

Date ordered Date Due

CSR _____ Job # _____

DEPARTMENT INFORMATION

Cost Center Name: _____ Department: _____

Cost Ctr# _____ Fund _____ Account **5 5 7 1 9 0** Prog. _____ Class _____ Proj. _____

Job Name: _____

Ordered by: _____ Phone: _____

Attention: _____ Deliver to: _____

Authorized X _____

office use only

Job Ticket Prepared by: _____

PRINTING	# of original pages	# of sets/copies	ss/ds	color/bw	notes
PART 1					
PART 2					
PART 3					

PAPER	size	weight	color	name	txt/cvr
PART 1					
PART 2					
PART 3					

FINISHING	binding	cutting	folding	inserting	padding	hand collating sections/sets
PART 1						
PART 2						
PART 3						

MISC	scan to PDF	off the glass	laminating	tabs	copyright	doc prep
PART 1/2/3						

NOTES

printing completed by: _____ / / _____ finishing completed by: _____ / / _____
Date Date

\$ _____