



Making YOU Look Better On Paper, ON TIME!
Your preferred, approved Duke Print Vendor

PRINT WORK ORDER

Register for Online Ordering at: <https://eprint.universalprinting.com/Duke/index.html>
 Voice: 919-361-5809 ext. 123 or 121 • Fax: 919-361-0523 • email: duke@universalprinting.com
 www.universalprinting.com • 2410 Hwy 54 E • Durham, NC 27713

UPP Job #
CSR

Order Date
Requested Delivery Date

COMPANY CODE (ie., 0010) | COST CENTER (7-9 Numbers; no dashes or spaces) | TYPE (ie., C or W)

Department _____ Fund Code* _____

***Orders cannot be processed without proper fund code information**

Requestor's Name _____ Requestor's Phone _____

Email Address for Proofs _____ Fax Number _____

PHYSICAL DELIVERY ADDRESS: *Orders will be delayed and cannot be delivered without accurate information; orders can only be delivered to Duke Affiliated Campuses.*

ITEM ORDER INFO:**

Item _____ Paper Stock _____ Stock Color _____

Quantity _____ Ink Colors _____ Archive Job? Yes No (Yes, if exact reprints)

Black and Blue 287 are Standard

Use the space below to provide specific information about your project. Sketch out what you need. List any other pertinent information and/or special instructions and provide samples if available — please enlarge business cards for legibility.

Contact us for any of your Printing projects • Free Pick up and Delivery
 We'll gladly come to your office for FREE consultations and Project Management.
 Graphic Design • Print • Copy • Mail • Large Format Posters

**Job proofs not approved within 10 days will be closed out and billed. Standard turnaround: 5-9 business days • Rush turnaround: 3-5 business days (50% rush charge applies)