

**PRINT SHOP**

University Press Building  
office: 940.397.4235  
fax: 940.397.4979

**PAPER-FORMS ORDER**

Print Shop Hours: Monday-Friday 8:00-5:00 pm  
Summer Hours: Monday-Thursday 7:00-6:00 pm  
Closed for lunch: 12:00-1:00 pm

**THE PAPER LISTED BELOW IS USUALLY IN STOCK.**

Some colors will not be available at various times and colors may change slightly from one order to the next. Prices may also change with vendor pricing.

**20# 8.5 x 11 white copy paper needs to be ordered from the warehouse. We will sell a few reams if you are totally out and need just a few reams to get by until the next warehouse delivery.**

Date: \_\_\_\_\_ Date needed: \_\_\_\_\_

Ordered by: \_\_\_\_\_

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

Charge to account #: \_\_\_\_\_

pick up at Print Shop  send in campus mail to: \_\_\_\_\_

**8.5 x 11 paper (bond & text)**  
1 ream = 500 sheets

quantity

- \_\_\_\_\_ 20# white rag bond (watermark)
- \_\_\_\_\_ 20# white 3-hole bond
- \_\_\_\_\_ 20# white bond
- \_\_\_\_\_ 20# pastels blue bond
- \_\_\_\_\_ 20# pastels buff bond
- \_\_\_\_\_ 20# pastels canary bond
- \_\_\_\_\_ 20# pastels cherry bond
- \_\_\_\_\_ 20# pastels goldenrod bond
- \_\_\_\_\_ 20# pastels gray bond
- \_\_\_\_\_ 20# pastels green bond
- \_\_\_\_\_ 20# pastels ivory bond
- \_\_\_\_\_ 20# pastels orchid bond
- \_\_\_\_\_ 20# pastels pink bond
- \_\_\_\_\_ 20# pastels salmon bond
- \_\_\_\_\_ 20# pastels tan bond
- \_\_\_\_\_ 60# white text
- \_\_\_\_\_ 60# pastels blue text
- \_\_\_\_\_ 60# pastels orchid text
- \_\_\_\_\_ 60# bright blue text
- \_\_\_\_\_ 60# bright green text
- \_\_\_\_\_ 60# bright orange text
- \_\_\_\_\_ 60# bright red text
- \_\_\_\_\_ 60# bright sun yellow text
- \_\_\_\_\_ 60# bright fuchsia text
- \_\_\_\_\_ 60# bright emerald text
- \_\_\_\_\_ 60# bright lime text
- \_\_\_\_\_ 60# astrobright galaxy gold text
- \_\_\_\_\_ 60# astrobright rocket red text
- \_\_\_\_\_ 70# white text
- \_\_\_\_\_ 70# white linen text
- \_\_\_\_\_ 70# ivory linen text
- \_\_\_\_\_ 70# gray linen text
- \_\_\_\_\_ 80# gloss text
- \_\_\_\_\_ 100# gloss text

**8.5 x 14 paper (text)**  
1 ream = 500 sheets

quantity

- \_\_\_\_\_ 60# white text

**8.5 x 11 cover (cardstock)**  
1 ream = 250 sheets

quantity

- \_\_\_\_\_ 65# white cover
- \_\_\_\_\_ 65# bright blue cover
- \_\_\_\_\_ 65# bright green cover
- \_\_\_\_\_ 65# bright orange cover
- \_\_\_\_\_ 65# bright red cover
- \_\_\_\_\_ 65# bright sun yellow cover
- \_\_\_\_\_ 65# bright fuchsia cover
- \_\_\_\_\_ 65# bright lime cover
- \_\_\_\_\_ 65# astrobright galaxy gold cover
- \_\_\_\_\_ 65# astrobright emerald cover
- \_\_\_\_\_ 65# astrobright rocket red cover
- \_\_\_\_\_ 67# pastels white cover
- \_\_\_\_\_ 67# pastels blue cover
- \_\_\_\_\_ 67# pastels goldenrod cover
- \_\_\_\_\_ 67# pastels ivory cover
- \_\_\_\_\_ 67# pastels tan cover
- \_\_\_\_\_ 67# pastels canary cover
- \_\_\_\_\_ 67# pastels gray cover
- \_\_\_\_\_ 67# pastels orchid cover
- \_\_\_\_\_ 67# pastels green cover
- \_\_\_\_\_ 67# pastels pink cover
- \_\_\_\_\_ 80# white cover
- \_\_\_\_\_ 80# white gloss cover
- \_\_\_\_\_ 80# white linen cover
- \_\_\_\_\_ 80# ivory linen cover
- \_\_\_\_\_ 80# gray linen cover
- \_\_\_\_\_ 80# paver red cover
- \_\_\_\_\_ 100# cougar opaque natural cover
- \_\_\_\_\_ 105# pearlized latte cover
- \_\_\_\_\_ 120# white gloss cover

**11 x 17 paper (text)**  
1 ream = 500 sheets

quantity

- \_\_\_\_\_ 60# white text

**Other paper-describe** (quantity, size, text or cover)

\_\_\_\_\_

**Pre-printed forms:**

**WE USUALLY KEEP THESE FORMS IN STOCK**

# OF PKGS.

- \_\_\_\_\_ Purchasing Card Transaction Logs (pkgs of 10)
- \_\_\_\_\_ Advisor Approved Schedules (pkgs of 50)
- \_\_\_\_\_ Important Message Pads (½ page, pads of 100, yellow)
- \_\_\_\_\_ Budget Requests (pkgs of 25)
- \_\_\_\_\_ Department Restricted Course Approval (pkgs of 25)
- \_\_\_\_\_ Instructors Drop Report (pkgs of 25)
- \_\_\_\_\_ Interdepartmental Transfers-IDT's (numbered, pkgs of 25)
- \_\_\_\_\_ Travel Advance Request (pkgs of 25)
- \_\_\_\_\_ Academic Wall Calendar (8.5x11)
- \_\_\_\_\_ Academic Wall Calendar-**black** (24x30) (not preprinted needs to be ordered)
- \_\_\_\_\_ Academic Wall Calendar-**color** (24x30) (not preprinted needs to be ordered)

**FORMS WE DON'T KEEP IN STOCK:**

**WHERE TO ASK ABOUT THEM**

- Add/Drop forms-Registrar
- Change of Major/Minor forms-Registrar
- College Work-Study Program Job Requisition-Financial Aid or MSU web
- Direct Payment Voucher-Business Office or MSU web
- Faculty Application for Personal Leave of Absence-Human Resources or MSU web
- Key Authorization forms-Central Plant
- Personnel Transaction forms-Human Resources or MSU web
- Request for Travel Authorization-Business Office or MSU web
- Scholarship forms-Donor Services
- Travel Advance Requests-Business Office will give you small quantities; larger quantities can be ordered through the print shop
- Travel Vouchers (green)-Business Office or MSU web

**Save this fillable form to your desktop.**

When your order is complete (filled in), send as an **EMAIL ATTACHMENT** to [lisa.butler@msutexas.edu](mailto:lisa.butler@msutexas.edu) and [andy.martinez@msutexas.edu](mailto:andy.martinez@msutexas.edu).

**We will send you an email to confirm we received your order and let you know when it's ready.**