

Change Order



CONTACT INFORMATION

Name of college, dept, or unit _____

Contact Person _____

Telephone _____ FAX _____

KSPS job # _____ Dept, Req # _____

K-State Printing Services

Production Plant

5980 Corporate Drive

Phone: 532-6308 Fax: 532-7637

Campus Office

108 K-State Union

Phone: 532-1526 Fax: 532-7303

www.ksu.edu/printservices

Date changed _____

Department billed: Old dept. _____

New dept. _____

Order quantity: Old amount _____

New amount _____

Number of Pages: Old _____

New _____

Finised size: Old size _____

New size _____

Final fold: Old way _____

New way _____

Paper: Old stock _____

New stock _____

Ink colors: Old _____

New _____

Bindery: Old _____

New _____

Mailing: Old _____

New _____

Date Due: Old _____

New _____

Delivery: Old location(s) _____

New location(s) _____

Other: _____
