

s [ Keep gold copy ONLY for your records. Do NOT write above this area. Office use only. ]

# Printing Services Print Request

Name \_\_\_\_\_

Dept/Office \_\_\_\_\_

Fund \_\_\_\_\_

Cost Ctr/Order \_\_\_\_\_

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

Date submitted \_\_\_\_\_ Date needed \_\_\_\_\_

Only A.M Delivery

Deliver to: Bldg. \_\_\_\_\_ Room \_\_\_\_\_

Deliver to Follett's - qty \_\_\_\_\_

Retain for Automated Bulk Mailing by (date)\*: \_\_\_\_\_

Retain for First Class Mailing by (date)\*: \_\_\_\_\_

Send to Mailroom for Campus Distribution to: \_\_\_\_\_

Will pick up Date: \_\_\_\_\_ Time: \_\_\_\_\_

\*Please allow an additional 3 business days for processing in Shipping and Receiving

Paper Order Only

Qty \_\_\_\_\_ Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Job description \_\_\_\_\_

# Originals \_\_\_\_\_ # Copies (\*cut-see below) \_\_\_\_\_

One-sided  Two-sided

8.5x11  8.5x14  11x17  12x18 (color copy only)  Envelope

Large format Size: \_\_\_\_\_  Transparency  black  color

Paper Color [b/w copy or press]  white  other

Paper Type [b/w copy or press]  20#  other

Books  front cover  back cover Paper

Color copy  28# text  32# gloss text  80# text

80# cover  80# gloss cover  10-pt gloss C15 (12x18 ONLY)

B/W copy  Offset press Ink color(s) \_\_\_\_\_

Laminate

Collate  no staple  1 staple  2 staples  saddlestitch (booklet)

Bind  spiral (comb)  shrink-wrap  coil

Drill  std. 3-hole  other (attach sample)

Cut  size \_\_\_\_\_  perforate  \*total pieces after cut: \_\_\_\_\_

Pad  top  side No. sheets/pad: \_\_\_\_\_

Fold  letter/brochure  accordion  half  half/half  score

double parallel  head-in  head-out  other (attach sample)

Mail  bulk stamp  tab(s)  inserting (provide sample env. w/ all pgs. to be inserted)

Special Instructions \_\_\_\_\_

[ Below for Printing Services use ONLY. ]



DATE	DESIGN FEE	P/S	DUPLICATE	PAPER	DRILL	PAD	CUT	FOLD	LAMINATING	TOTAL
INK	SHRINK-WRAP	BIND	TAB	INSERTING	COLLATE	SETUP	MISC.	TAX		

**FOR ELECTRONIC USE ONLY**