



DEPARTMENT OF PROPERTY AND PROCUREMENT

Division of Printing

Print Job Request Form

Date Submitted: _____

DATE REQUIRED: _____

DEPARTMENT/ AGENCY: _____

DIVISION: _____

BILLING ADDRESS: _____

CONTACT NAME: _____

PHONE: _____ FAX: _____

EMAIL: _____

PROJECT NAME: _____

OF ORIGINAL PAGES: _____ QUANTITY REQUIRED: _____

PRINT/ COPY FORMAT: ONE SIDED TWO SIDED

TYPE OF JOB:

- BOOKLETS BROCHURES
- POSTERS FLYERS
- TICKETS INVITATIONS
- ENVELOPES* LETTERHEADS
- BUSINESS CARDS
- OTHER: _____

COLOR:

- BW 1 COLOR
- FULL COLOR

SIZE:

- 11 x 17 8.5 x 14 8.5 x 11
- 8.5 x 5.5 8 x 10 5X7
- OTHER: _____

TYPE OF SERVICE:

- COPIES PRINTS
- BINDING STAPLING
- FOLDING PERFORATING
- CUTTING AND TRIMMING

TYPE OF PAPER:

- GLOSSY MATTE CARBONLESS*

PAPER WEIGHT: All types are glossy except matte/bond

- MATTE/BOND CARD STOCK
- TEXT WEIGHT HW CARD STOCK

SPECIFICATIONS:

BOOKLETS:

TYPE OF PAPER

- GLOSSY MATTE/BOND

COVER SHEET: All types are glossy except matte/bond

- MATTE/BOND COVER STOCK
- TEXT WEIGHT HW COVER STOCK

INSIDE SHEETS: All types are glossy except matte/bond

- MATTE/BOND TEXT WEIGHT

BLEED TO EDGE?

- YES NO

BROCHURES:

FOLD:

- Z FOLD TRIFOLD
- HALF FOLD

BINDING:

TYPE OF BINDING

- SPIRAL GLUE BIND

BUSINESS CARDS/ LETTERHEADS:

PLEASE INCLUDE ALL INFORMATION AS IT SHOULD APPEAR ON THE BUSINESS CARD/ LETTERHEAD:

- NEW REPRINTS

Department: _____

Division: _____

Name: _____

Title: _____

Address: _____

Phone: _____ Ext. _____

Fax: _____

Email: _____

Website: _____

*Envelopes, Carbonless (2 part/ 3 part/ 4 part) paper and spirals must be supplied to the Print Shop to complete your order.
 ALL FINAL CAMERA READY FILES MUST BE SUBMITTED TO THE PRINT SHOP AT LEAST 3 DAYS IN ADVANCE FOR SMALL JOBS
 OR 5 DAYS IN ADVANCE FOR LARGE JOBS TO AVOID THE \$100.00 RUSH SERVICE/ LATE SUBMISSION FEE!

PLEASE ALLOW A MINIMUM OF TWO (2) WEEKS FOR ALL OFFSET PRINT JOBS (i.e. envelopes, carbonless forms, large quantity copies)