Print Job Request Form

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: _______________________

TYPE OF SERVICE: ☐ COPIES ☐ PRINTS ☐ BINDING ☐ STAPLING
☐ FOLDING ☐ PERFORATING ☐ CUTTING AND TRIMMING

DATESubmitted: ______________________
DATE REQUIRED: ______________________

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)