

PRINTING REQUEST FORM

Job Ticket Number: _____

Instructions:

1. Bring or mail this form to the Print Shop at the Service Center.
2. Make sure **section I** is filled out completely.
3. Have the form signed by your principal or administrator.
4. If possible, include a print-out of your job.
5. Write firmly.

SECTION I: JOB DESCRIPTION

Job Title/Form Number: _____ Job needed-by date: ___/___/___

(Title necessary for filing purposes; please give the job or form a title even if it does not have one.)

Ordered by: _____ School/Dept: _____ Phone: _____

Deliver to: _____ At: _____ Call when ready phone: _____

ACCOUNTING CODE

Fund	Func.	Object	Sub. Obj.	Org.	Inst. Area

Quantity needed (number of copies): _____

Administrator approval Date ___/___/___

SECTION 2: PRINTING SPECIFICATIONS

Person to contact for proofing: _____ Phone: _____

- | | | |
|---|--|--|
| <input type="checkbox"/> New order | <input type="checkbox"/> Repeat order with changes | <input type="checkbox"/> Return originals |
| <input type="checkbox"/> Repeat order with no changes | <input type="checkbox"/> Replaces old job or form | <input type="checkbox"/> Keep original on file |

Number of originals/pages (*front and back count as two pages*): _____ Trim size: _____ x _____

LAYOUT SPECIFICATIONS:	PAPER AND INK SPECIFICATIONS:
<input type="checkbox"/> Like sample	Paper stock: (COLOR/SIZE) _____
<input type="checkbox"/> Print only on one side	Cover paper stock: (COLOR/SIZE) _____
<input type="checkbox"/> Print front and back	Ink colors to be used: _____

Additional information: _____

SECTION 3: BINDERY SERVICES

- | | | |
|--|--|--|
| <input type="checkbox"/> Collate only | <input type="checkbox"/> Drill holes (specify) _____ | <input type="checkbox"/> Score (specify) _____ |
| <input type="checkbox"/> Collate/staple (specify) _____ | <input type="checkbox"/> Velo bind | <input type="checkbox"/> Fold (specify) _____ |
| <input type="checkbox"/> Plastic ring bind | <input type="checkbox"/> Perfect book bind | <input type="checkbox"/> Perforate (specify) _____ |
| <input type="checkbox"/> Wrapped – number to wrap per package: _____ | <input type="checkbox"/> Padded – number to pad: _____ | |