

PRINT REQUEST

White & Yellow Copy to Printing Services
attach a copy or sample of material

PF0005710

DUE DATE: ____ / ____ / ____

deliver to: school / Department

mailroom

distribution

pick up: a.m. p.m.

Call when ready

Requisition No. _____ GL Key _____ Object _____ Unit _____

School/Unit/Organization _____

Contact Person _____ Phone _____ Fax _____

Unit Head Signature/Address for non FWCS _____ Todays Date _____

PRINTING

Poster Banner: Interior Exterior Yard Sign Folder

DESCRIPTION _____ QUANTITY _____

of Pages _____ Back-to-back One side only **Carbonless:** 2-part 3-part 4-part 5-part

Paper - color&weight _____ Ink _____

(if not specified, white bond will be used)

(if not specified, black will be used)

Size: 3.5 x 2 4 1/4 x 3.67 4 1/4 x 23/4 4 1/4 x 5 1/2 3.67 x 8 1/2 5 1/2 x 8 1/2 6 x 4 8 1/2 x 11

11 x 17 12 x 18 13 x 19 18 x 24 24 x 36 Other (specify) _____

Finishing: Spiral bind Collate Staple Diecut Foil Stamp Hole Punch x _____

Comb bind Perfect Bind Perforate/Score x _____ Number - starting # _____

Booklet Laminate: 5 mil / 1.7 mil trim to _____ Fold: half tri

(Poster) Mount to Foam Board (Banner) Hem Short Ends Grommet _____

BUSINESS CARD (200 per box) Name _____ Quantity: _____

NOTE PADS _____ sheets per Pad: 50 100 Pad: top side

ENVELOPE (500 per box) _____ Regular Window No.10 No.9

No.6 3/4 Remittance 5 1/2 Bar A6 A7 Other (specify) _____

Catalog: 9 x 12 9.5 x 12.5 6 x 9

NAME PLATE (engraved) Quantity _____ Words on Plate _____ Color _____

SIZE: 1.5x8" 2x8" 2x10" Other _____ / Desk Stand Wall Holder Wall with Adhesive Tape

SPECIAL INSTRUCTIONS:

PRINTING SERVICES USE

Sample Provided Changes Setup Layout File Provided - NPR Distribution

Plate(s) _____ Ink Color _____ \$ _____

Impressions: B/W _____ \$ _____

Color _____ \$ _____

Stock: _____ \$ _____

_____ \$ _____

Design/Art Time: _____ hrs _____ min _____ / _____ \$ _____

Print Time: _____ hrs _____ min _____ / _____ \$ _____

Other: _____ hrs _____ min _____ / _____ \$ _____

Bindery Time: Trim _____ Fold _____ Perf/Score _____ \$ _____

Punch _____ Staple _____ Number _____ Pad _____ \$ _____

Bind Comb/Spiral _____ Perfect/Booklet Bind _____ \$ _____

Laminate _____ Hem/Grommet _____ \$ _____

Materials: 2 sided Tape _____ Grommets _____ \$ _____

Desk Stand _____ 2 side Foam Tape _____ \$ _____

Spiral/Comb Binding: _____ Size _____ Color _____ Qty _____ \$ _____

Materials Other: _____ \$ _____

Total \$ _____

PROOF

Date sent _____ / _____

Date approved _____ / _____

SHIPPING

To Warehouse _____ / _____

For Pick up _____ / _____

Other Delivery _____ / _____

of Pkgs _____



Printing Services

1511 Catalpa Street, Fort Wayne, IN 46802

Phone 467-2527 Fax 467-2538

printshop@fwcs.k12.in.us

Date Received _____

JOB NO. _____

REQUIRED

PRINTING