

**DELIVERY INSTRUCTIONS**

**QUICK PRINTING?**  
3000 sheet quick print maximum  
**If YES, Check all that apply**

Same Day-Please call to verify availability. Must pick up.

Next Day

Will Pick Up

Please Deliver

Description of Material to be Copied \_\_\_\_\_  
Include exact file name if submitted electronically

Deliver Copies To (print name) \_\_\_\_\_ Date Needed \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MONTH DAY YEAR

School, Department, Office or Building \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Requestor's Legible Signature \_\_\_\_\_

IF CHARGED TO DISCRETIONARY (GENERAL) FUNDS - OR - IF PAID BY A SPECIAL PROGRAM/GRANT BUDGET SOURCE (Whole String Required)  
01-0000-0-1110-1000-5710- - - - -0000-PRNT - - - - -5710- - - - -

**PRE-PRESS INSTRUCTIONS**

Assign New Form Number \_\_\_\_\_ Printing Use Only

Revision To Existing Form Number \_\_\_\_\_

Layout Required (allow additional time)

Typesetting Required (allow additional time)

**PRINTING INSTRUCTIONS**

**NUMBER OF ORIGINALS ATTACHED** \_\_\_\_\_  
1 sheet of paper = 1 original (Does not apply to electronic files)

**NUMBER OF COPIES NEEDED**   
If padded, number of pads

Black Print  Color Print  Poster(s)

**PAPER:** Size \_\_\_\_\_  
Weight \_\_\_\_\_  
Color \_\_\_\_\_

**COPY MODE:**  1-sided originals → 1-sided copies  
(Check only ONE)  1-sided originals → 2-sided copies  
 2-sided originals → 2-sided copies  
 2-sided originals → 1-sided copies

**FOR BOOKLET COVERS ONLY:** (if different from text pages)  
Weight \_\_\_\_\_  
Color \_\_\_\_\_  
Special \_\_\_\_\_






**FINISHING INSTRUCTIONS**

**COLLATE**  Yes   No 


HALF FOLD   TRI-FOLD   OTHER FOLD \_\_\_\_\_  
Attach Sample

TRIM TO \_\_\_\_\_ (size)  
Attach Sample

**HOLE PUNCH**      Other \_\_\_\_\_  
Attach Sample

**STAPLE**            
(Fold & Staple)

**PAD**  100  50  Other \_\_\_\_\_  
 Top  Left  Other \_\_\_\_\_

**BOOK BIND**  20 sheet minimum  
Some Restrictions Apply  **OTHER BINDERY** (Describe) \_\_\_\_\_

**SPECIAL INSTRUCTIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Printing Department use only – Do not write below this line**

Product Code \_\_\_\_\_  
Job Number \_\_\_\_\_  
File Type/Location \_\_\_\_\_  
 Press  Copier  Color Imp/set \_\_\_\_\_

Received \_\_\_\_\_  
Completed \_\_\_\_\_ DATE \_\_\_\_\_ OPERATOR \_\_\_\_\_  
Delivered \_\_\_\_\_ DATE \_\_\_\_\_

SUBMIT ALL PRINTING REQUESTS TO THE DISTRICT PRINTING DEPARTMENT. ALL PRINTING REQUESTS MUST BE SUBMITTED AT LEAST TWO WORKING DAYS PRIOR TO THE TIME THE MATERIAL IS NEEDED. ALLOW ADDITIONAL TIME FOR BOOKLETS AND OTHER LARGE JOBS.