

Department \_\_\_\_\_ Account Number \_\_\_\_\_  
 Requested by (name) \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_  
 Date Work Submitted \_\_\_\_\_ Date Work Needed \_\_\_\_\_ (ASAP unacceptable)  
 Deliver to: Building \_\_\_\_\_ Room # \_\_\_\_\_

**PRINTING Please check one:**  Print in B&W  Large Format Poster Printer \_\_\_\_\_ (size)  
 Print in Color

Job Name \_\_\_\_\_

Electronically Sent Filename \_\_\_\_\_

Specify Number of Originals \_\_\_\_\_ Quantity Needed \_\_\_\_\_

Proof Requested (select one):  Digital  Print copy  No Proof Needed – OK to Print

Special Instructions \_\_\_\_\_

**Select ONE:**  
 Single-sided  
 Double-sided

**Select ONE:**  
 Collated  
 Uncollated

**PAPER List requested paper stocks - Fill in completely (If you do not fill in a color, it will be printed on white):**

	Item	Paper Size	Weight (specify cover or text)	Description / Color
1				
2				
3				

**FINISHING Check all that apply:**

<input type="checkbox"/> Fold (type) _____ <input type="checkbox"/> Score <input type="checkbox"/> Perforate <input type="checkbox"/> Lamination <input type="checkbox"/> Cut & Stack <input type="checkbox"/> Drymount Poster (select one): <input type="checkbox"/> Foam Board <input type="checkbox"/> Gator Board <input type="checkbox"/> Pad: No. of pads _____ Shts per pad _____ <input type="checkbox"/> Staple: No. _____ Location _____ <input type="checkbox"/> Hole Punch: No. _____ Location _____ <input type="checkbox"/> Cut (size): _____	<b>Type of Binding</b> <input type="checkbox"/> Coil Bind <input type="checkbox"/> Velobind	<b>Binder Colors</b> <input type="checkbox"/> Black <input type="checkbox"/> Green (Velobind only) <input type="checkbox"/> Red <input type="checkbox"/> Dk. Grey (Velobind only) <input type="checkbox"/> White <input type="checkbox"/> Lt. Grey (Velobind only) <input type="checkbox"/> Navy Blue <input type="checkbox"/> Burgundy (Velobind only) <input type="checkbox"/> Royal Blue (Coil only) <input type="checkbox"/> Brown (Velobind only) <input type="checkbox"/> Clear (Coil only) <input type="checkbox"/> Tan (Velobind only)
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**Check here if your job needs to be addressed or mailed by the Print Center.** Please complete a Mailing Request Form.

PRINT CENTER USE ONLY

Job Number \_\_\_\_\_ Date \_\_\_\_\_ Print Production Due Date \_\_\_\_\_

Large Format \_\_\_\_\_ Mount \_\_\_\_\_ Laminate \_\_\_\_\_ Artwork \_\_\_\_\_ DTP \_\_\_\_\_

Cost \$ \_\_\_\_\_