

Full Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date Work Submitted \_\_\_\_\_ Date Work Needed (ASAP UNACCEPTABLE) \_\_\_\_\_

Department / Organization / Business \_\_\_\_\_

**COMPLETE ALL APPLICABLE FIELDS:**

Tax-Exempt Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Dickinson Departmental Account Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Activity Code \_\_\_\_

### COMPLETED JOB PICKUP LOCATION

Print Center  HUB Mail Room

*(IF JOB IS TIME SENSITIVE PLEASE SELECT PRINT CENTER)*

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

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

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

Number of Files \_\_\_\_\_ Quantity Needed of Each File \_\_\_\_\_

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

Reduce paper consumption and let the Print Center select an in-stock paper for your job.  White paper OK  Color paper OK

Special Instructions (finish size, paper specifications, etc.):

**Select ONE:**

- Single-sided
- Double-sided

### FINISHING Check all that apply:

Cut (size) \_\_\_\_\_

Fold (type) \_\_\_\_\_

Score  Perforate  Lamination  Keep in Order

Drymount Poster (select one):  Foam Board  Gator Board

No. of sheets per note pad \_\_\_\_\_

Staple: No. \_\_\_\_\_ Location \_\_\_\_\_

Hole Punch: No. \_\_\_\_\_ Location \_\_\_\_\_

**Type of Binding**

- Saddlestich
- Coil Bind
- Velobind

**Binder Colors**

- Black
- Red
- White
- Navy Blue
- Royal Blue (Coil only)
- Clear (Coil only)
- Help reduce waste—printer selects color.
- Green (Velobind only)
- Dk. Grey (Velobind only)
- Lt. Grey (Velobind only)
- Burgundy (Velobind only)
- Brown (Velobind only)
- Tan (Velobind only)

Check here if your job needs to be addressed or mailed by the Print Center. Please complete a Mailing Request Form.