PrintCenter PRINTING REQUEST FORM

Department _____ Account Number __ __ __ __ __ __ - __ __ __ __ __ __ - __ __ __ __ __ - __ __ __

Requested by *(name)* _____ Telephone Number _____

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:

☐ 1 to 1 sided
☐ 1 to 2 sided
☐ 2 to 1 sided
☐ 2 to 2 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				
4				

FINISHING Check all that apply:

☐ Fold (type) _____

☐ Score ☐ Perforate ☐ Lamination ☐ Cut & Stack

☐ Drymount Poster (select one): ☐ Foam Board ☐ Gator Board

☐ Pad: No. of pads _____ Shts per pad _____

☐ Staple: No. _____ Location _____

☐ Hole Punch: No. _____ Location _____

☐ Cut (size): _____

Type of Binding

☐ Coil Bind

☐ Velobind

Binder Colors

☐ Black ☐ Green (Velobind only)

☐ Red ☐ Dk. Grey (Velobind only)

☐ White ☐ Lt. Grey (Velobind only)

☐ Navy Blue ☐ Burgundy (Velobind only)

☐ Royal Blue (Coil only) ☐ Brown (Velobind only)

☐ Clear (Coil 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.

PRINT CENTER USE ONLY

4/09

Job Number _____ Date _____

Large Format _____ Mount _____ Laminate _____ Artwork _____ DTP _____

Cost $ _____