

For more information:

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SUBMIT

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GENERAL INFORMATION

Description of Item: _____

Quantity Needed: _____

Today's Date: _____

Date Needed: _____

Name of designer : _____

File path of the digital file or Attach file to Email sending this request:

___ Variable Data - attach Excel file and indicate in email fields to be used

YOUR INFORMATION

Department: _____

Dept Budget Code#: _____

Requested By: _____

Office Phone: _____

Cell Phone: _____

Email: _____

Please Deliver to Building/Room _____

Call me for Pick-up: _____

Special Instructions: _____

PRINTING 13X19" and SMALLER
PAPER

- ___ White Copy paper
- ___ White Linen letterhead paper or ___ Natural
- ___ Silk text (normal for brochures and fliers)
- ___ Card Stock (normal for Business cards, invites)
- ___ Coated card stock (normal for Postcards)
- ___ Other paper _____

ENVELOPES

- ___ #10 regular ___ #10 Window
- ___ #10 White Linen or ___ #10 Natural Linen
- Announcement Envelope Size ___ A2 ___ A7 ___ A9
- Catalog Envelope ___ 9x12" ___ 10x13"
- Other Envelope _____

BINDING SERVICES

- ___ Back-to-Back (double sided)
- Front Cover or Back Cover stock _____
- ___ Booklet (collate, fold, staple, trim)
- ___ Half-Fold
- ___ Letterfold type face out
- ___ Letterfold type face in
- Cut ___ 1/4 ___ 1/2 Other: _____
- Padding: ___ # of pads ___ Sheets per pad
- Other: _____

LARGE FORMAT
PRINTING LARGER THAN 13X19"

- ___ Plastic corrugated sign 18x24" Single sided ___ Two sided ___
- ___ Need stakes 2 per corrugated plastic sign
- ___ Banner 36"x 60" includes Grommets in corners
- ___ Other Size banner (___ x ___)
- ___ Printed poster on paper only Size (___ x ___)
- ___ Laminated poster only Size (___ x ___)
- ___ Mounted Poster Printed and Laminated Size (___ x ___)
- ___ Other Large format (larger than 13x19") Size (___ x ___)