

GENERAL INFORMATION

Description of Item: _____

Quantity Needed: _____

Todays 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____)