



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 _____

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: _____

ENVELOPES

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

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____)

This section is blocked out Intentional.