**Printing Services - Print Request**

**Name** __________________________________________________

**Dept./Office** _____________________________________________

**Account #**_______________________________________________

**Phone #** ________________________________________________

**Date Submitted** ________________ **Date Needed** _____________

**Mailroom Information** (Only A.M. Delivery):

- Deliver to: Bldg. __________________ Room __________________
- Deliver to Follett’s - qty __________________
- *Retain for Automated Bulk Mailing by (date): __________________
- *Retain for First Class Mailing by (date): __________________
- Send to Mailroom for Campus Distribution to: __________________
- Will pick up Date: _______________ Time: ________________

*Please allow an additional 3 business days for processing in Shipping and Receiving.

**Blank Paper Order Only**

**Qty. / Description**

**Special Instructions:**

**Job Description**

#Originals ______ #Copies (cut - see below) _______

- One-sided
- Two-sided

- 8.5x11
- 8.5x14
- 11x17
- 12x18 (color copy only)
- Transparency - (8.5x11 only)

**Black and White Copy**

- Paper Color:  white
- Other

- Paper Type:  20#
- Other

- Books:  front cover
- Back cover

**Envelopes**

- Black
- Color

**Large Format**

- Size: _______x_______
- Paper:

**Color Copy**

- 32# gloss text
- 80# text
- 80# cover
- 80# gloss cover
- 100# cover
- 100# gloss cover
- Transparency - (8.5x11 only)
- 70# Arctic White text
- 80# Arctic White cover

**Finishing Work**

- Collate:  no staple
- 1 staple
- 2 staples
- Stadlestitche(booklet)

- Bind:  spiral (comb)
- Shrink-wrap
- Coil

- Drill:  std. 3 -hole
- Other (attach sample)

- Cut:  size:
- Total pieces after cut:
- Perforate (attach sample)

- Pad:  top
- Side
- #sheet/pad:

- Fold:  letter/brochure
- Accordion
- Half
- Half/half
- Double parallel
- Head-in
- Head-out
- Other (attach sample)
- Score

- Mail:  tab(s)
- Inserting (provide sample env. with all pages to be inserted)

- Laminate
- Foam-core mounting
- Grommet(s) # __________

**REV 6/18**