

# PRINTING REQUEST FORM

CLEAR FORM

Save this form to your desk top. All items in red must filled out before submitting your request.

Please clear this form before sending new request.

## PRINTING OPTIONS

<b>DATE</b> <input type="text"/>	<input type="checkbox"/> BLACK INK	<input type="checkbox"/> COLOR	PAPER COLOR <input type="text"/>
<b>DUE DATE</b> <input type="text"/>	<input type="checkbox"/> PRINTING ON BOTH SIDES	<b>ELECTRONIC FILES PLEASE TYPE LOCATION AND NAME</b> <input type="text"/>	
<b>ORIGINALS</b> <input type="text"/>	<input type="checkbox"/> 8.5 X 11	<b>DESCRIPTION / COMMENTS</b> <input type="text"/>	
<b>COPIES</b> <input type="text"/>	<input type="checkbox"/> 8.5 X 14		
<b>DEPARTMENT</b> <input type="text"/>	<input type="checkbox"/> COLLATE		
<b>ORIGINATOR</b> <input type="text"/>	<input type="checkbox"/> STAPLE		
	<input type="checkbox"/> PUNCH		
	<input type="checkbox"/> FOLD		
	<input type="checkbox"/> CUT		
	<input type="checkbox"/> PLASTIC COMB BINDERS		
	<input type="checkbox"/> ACCO BINDER		
	<input type="checkbox"/> TRANSPARENCY		
	<input type="checkbox"/> PAD		
	<input type="checkbox"/> LAMINATE		

## PAPER ORDER AND PREPRINTED ITEMS ONLY

<input type="checkbox"/> <b>CARD STOCK</b>	<input type="checkbox"/> <b>PAPER</b>	<input type="checkbox"/> <b>PAPER</b>
COLOR <input type="text"/>	COLOR <input type="text"/>	COLOR <input type="text"/>
QUANTITY <input type="text"/>	QUANTITY <input type="text"/>	QUANTITY <input type="text"/>
SIZE <input type="text"/>	SIZE <input type="text"/>	SIZE <input type="text"/>
LETTERHEAD ENV. <input type="text"/>	WINDOW LETTERHD. TINT. ENV. <input type="text"/>	
WINDOW LETTERHD ENV. <input type="text"/>	IVORY LETTERHD. ENV. <input type="text"/>	
BUSINESS REPLY ENV. <input type="text"/>	LETTERHEAD <input type="text"/>	
BULK MAIL ENV. <input type="text"/>	IVORY LETTERHEAD <input type="text"/>	

## ENGRAVING ORDERS ONLY

<b>DESK PLATE</b>	<b>WALL PLATE</b>	<b>DESCRIPTION</b>
<input type="checkbox"/> 2 x 8 <input type="checkbox"/> HOLDER	<input type="checkbox"/> 1 SIDED WHITE LETTERS ON <input type="text"/>	<input type="text"/>
<b>DOOR PLATE</b>	<input type="checkbox"/> w/BRACKET WHITE SURFACE WITH <input type="text"/>	
<input type="checkbox"/> 2 x 8 <input type="checkbox"/> HOLDER		

## BILLING PURPOSE ONLY

<b>SEQ NO.</b> <input type="text"/>	<b>DEPARTMENT CODE</b> <input type="text"/>	<b>AMOUNT</b> <input type="text"/>
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