

Job Request Form



For accurate printing, and to avoid delays in your request, please complete all pertinent information.

Job Number

Requested by: Phone Ext:

(First and Last name required)

Date Submitted: Date/Time Needed:

Dept. Name: *(Please be as specific as possible)*

Job Description:

File Name (if needed):

Quote Requested
 Confidential
 Proof Requested

Payment Method: Cash/Check Department Coding *(Please include DEPT code to prevent any delays.)*
Account Code - Cost Center - Work Order - Sub Account

Black & White Copying

Total B/W pg in the Originals # of Copies or Sets Requested = Total B/W Impressions Produced

Full Color Copying

Total Color pg in the Originals # of Copies or Sets Requested = Total Color Impressions Produced

Print Output: One-sided Two-sided Same as original
Paper Size: 8.5 x 11 8.5 x 14 11 x 17
Paper Type: White 20# Bright White White Cardstock Transparencies
 Paper Color: 20# Cardstock
 Stock Provided:

Finishing: Collate Fold Bind Front Covers Tabs
 Group Tri Fold Coil Clear
 Staple Half Fold GBC Cardstock :
 3-Hole Punch Z Fold White **Back Covers**
 Cut Text in Black Black Slip Sheets:
 Laminate Text out Velo Blue
 Booklet Cardstock :

Other Instructions:

Delivery Name: Delivery Location & Dept:

Need anything, please call the Print Center at 412-397-6344