

# Printing Request Form

Job number (UPS use): \_\_\_\_\_

Today's date: \_\_\_\_\_ Due date: \_\_\_\_\_ Time due: \_\_\_\_\_ Completed by initials (UPS use): \_\_\_\_\_

Account number #: \_\_\_\_\_ Job description: \_\_\_\_\_

Department: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone number: \_\_\_\_\_

Finished size:  8.5x11  8.5x14  11x17  12x18  5.5x8.5  4.25x5.5  Other: \_\_\_\_\_

## Please select choices below:

To be filled out by UPS: 2up 3up 4up other: \_\_\_\_\_

Copy provided by:  Hard copy  Electronic Transfer  Disk, CD, etc. Sample provided?  Yes  No

Book dummy provided?  Yes  No Do you need us to?  Edit file  Preview file  Do graphic design

Number of Sets/Copies: \_\_\_\_\_ Number of Sheets per Set: \_\_\_\_\_  Single sided  Back to back

Number of Sets/Copies: \_\_\_\_\_ Number of Sheets per Set: \_\_\_\_\_  Single sided  Back to back

Number of Sets/Copies: \_\_\_\_\_ Number of Sheets per Set: \_\_\_\_\_  Single sided  Back to back

## Select stock/paper size and color:

Weight/Size/Color		
20# Bond:	<input type="radio"/> 8.5x11	Color: _____
60# Text:	<input type="radio"/> 8.5x11 <input type="radio"/> 11x17	Color: _____
70# Text:	<input type="radio"/> 8.5x11 <input type="radio"/> 11x17	Color: _____
65# Cover:	<input type="radio"/> 8.5x11 <input type="radio"/> 11x17	Color: _____
80# Cover:	<input type="radio"/> 8.5x11 <input type="radio"/> 11x17	Color: _____
110# Index:	<input type="radio"/> 8.5x11 <input type="radio"/> 11x17	Color: _____
Other: _____		

### Color copies only:

Color copy size:  8.5x11  11x17  12x18

Color copy finish choice:  Opaque  Matte  Gloss

### Special Instructions:

Collate  No-Collate  1 Staple (UL)  2 Staple (side)  Booklet  Booklet (no staple)

3 Hole drill  Drill: \_\_\_\_\_ Cut to: \_\_\_\_\_

Fold (pick one):  Z-fold  Letter fold  1/2  1/3  1/4  Other: \_\_\_\_\_

Padding (pick one):  Top  Side  Bottom Number of Sheets per Pad: \_\_\_\_\_

Tabbing (pick one):  1-Tab  2-Tab  Hand fold  Hand collate

Spray Mount  Laminate Number of feet (UPS use): \_\_\_\_\_ Laminate trim # of pieces (UPS use): \_\_\_\_\_

Plastic Coil Bind  Plastic Comb Bind  Plastic Velo Bind  Wire-O-Bind  Perfect Bind

Shrink-wrap in #/pkg: \_\_\_\_\_  Count in sets of: \_\_\_\_\_ and  band or  slip sheet

Hold for pick-up (pick one):  D-119 or  S-18 or  deliver to: \_\_\_\_\_