

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 13x19 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

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BLACK INK ONLY COPIES

Select stock/PAPER COLOR and size

If NO Color is chosen-White 20# bond will be used

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:

Color copy size: 8.5x11 11x17 12x18 13 x 19

Color copy finish choice: TEXT COVER

Special Instructions:

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

3 Hole drill Drill: _____ Cut size: _____ To Yield = _____ (final # of pieces)

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

Padding (pick one): Top Side Bottom **Number of Sheets per Pad:** _____

Spray Mount Color Tag Board _____ Laminate # 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: _____ Call when ready _____ Deliver to: _____

____ Schofield 18

____ Davies 105

Total Cost (UPS use) \$: _____

(Instructions on back side of this document.)