Printing Request Form

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:

☐ Hard copy ☐ Electronic Transfer ☐ Disk, CD, etc.

Copy provided by: ______________ 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: ______________

Number of Sets/Copies: ______________ Number of Sheets per Set: ______________

Number of Sets/Copies: ______________ Number of Sheets per Set: ______________

BLACK INK ONLY COPIES

Select stock/PAPER COLOR and size
If NO Color is chosen-White 20# bond will be used

<table>
<thead>
<tr>
<th>Weight/Size/Color</th>
<th>20# Bond: 8.5x11</th>
<th>Color:</th>
<th>60# Text: 8.5x11</th>
<th>Color:</th>
<th>70# Text: 8.5x11</th>
<th>Color:</th>
<th>65# Cover: 8.5x11</th>
<th>Color:</th>
<th>80# Cover: 8.5x11</th>
<th>Color:</th>
<th>110# Index: 8.5x11</th>
<th>Color:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Color copies:

Color copy size: ☐ 8.5x11 ☐ 11x17 ☐ 12x18 ☐ 13x19

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

(Instructions on back side of this document.)

Total Cost (UPS use): ______________

Rev: 8/28/19