

# Printing & Design • Job Request Form

Code \_\_\_\_\_

Date completed \_\_\_\_\_

Today's Date \_\_\_\_\_ Date Needed \_\_\_\_\_

Name \_\_\_\_\_ Budget No. \_\_\_\_\_

## CHECK ONLY THOSE INSTRUCTIONS WHICH ARE APPLICABLE

**COLOR** 8.5 x 11 11 x 17 Other \_\_\_\_\_

**CANON** 36 x 48 36 x 24 Other \_\_\_\_\_

### DUPLICATION

No. of Copies \_\_\_\_\_

No. of Pages \_\_\_\_\_

Printed Back to Back \_\_\_\_\_

Printed on Separate Pages \_\_\_\_\_

Paper Color \_\_\_\_\_

Paper Size \_\_\_\_\_

Paper Weight \_\_\_\_\_

Carbonless Paper \_\_\_\_\_

3-Hole Punch Paper \_\_\_\_\_

### DUPLICATION OF Tickets, Postcards, etc.

No. of Tickets/Cards \_\_\_\_\_

Size of Tickets/Cards \_\_\_\_\_

### FINISHING PROCESS

Assemble \_\_\_\_\_ Laminate \_\_\_\_\_

Staple \_\_\_\_\_ Trim \_\_\_\_\_

Bind \_\_\_\_\_ Mount on Tag \_\_\_\_\_

Fold \_\_\_\_\_ Mount on Foam \_\_\_\_\_

Cut \_\_\_\_\_ Magnets \_\_\_\_\_

Pad \_\_\_\_\_ Velcro \_\_\_\_\_

*Proof Sent* \_\_\_\_\_ *Proof Returned* \_\_\_\_\_

### OFFICE USE ONLY

Paper Amt. \_\_\_\_\_ @ \_\_\_\_\_

Paper Amt. \_\_\_\_\_ @ \_\_\_\_\_

Paper Cost \_\_\_\_\_

Paper Cost \_\_\_\_\_

Large Format \_\_\_\_\_

Typesetting \_\_\_\_\_

Folding \_\_\_\_\_

Binders \_\_\_\_\_

Envelopes \_\_\_\_\_

Tag Cost \_\_\_\_\_

Laminate Cost \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Notes: