

## Print Request Form

Requestor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

School: \_\_\_\_\_ Department: \_\_\_\_\_

Print Request Description: \_\_\_\_\_

Number of Originals: \_\_\_\_\_ Number of copies Needed: \_\_\_\_\_ Date Needed by: \_\_\_\_\_  
 (Please give us at least a week - 2 weeks for larger jobs)

Printing/Copying	Finishing
<p><b>Ink Color:</b>  <input type="checkbox"/> Black &amp; White    <input type="checkbox"/> Full Color</p> <p><i>Check below only if you need specific Pantone Colors</i></p> <p><input type="checkbox"/> 1 Color _____  <input type="checkbox"/> 2 Color _____, _____</p> <p><input type="checkbox"/> <b>Single Sided</b>  <input type="checkbox"/> <b>Double Sided</b>    <input type="checkbox"/> 1 to 2-sided    <input type="checkbox"/> 2 to 1-sided  <input type="checkbox"/> 2 to 2-sided</p> <p><input type="checkbox"/> <b>Collated (1,2,3)</b>    <input type="checkbox"/> <b>Uncollated (1,1,1 2,2,2 3,3,3)</b></p> <p><b>Paper Size:</b>  <input type="checkbox"/> Letter (8.5 x 11)    <b>Epson Wide Format</b>  <input type="checkbox"/> Legal (8.5 x 14)    <b>Poster Print (white paper ONLY):</b>  <input type="checkbox"/> Tabloid (11 x 17)    <input type="checkbox"/> 18 x 20    <input type="checkbox"/> 20 x 30  <input type="checkbox"/> 24 x 36    <input type="checkbox"/> Other _____  <small>(width limit of 24")</small></p>	<p><b>Staples:</b>  <input type="checkbox"/> <b>Corner Staple</b>    <input type="checkbox"/> Top Left    <input type="checkbox"/> Top Right  <input type="checkbox"/> Bottom Left    <input type="checkbox"/> Bottom Right</p> <p><input type="checkbox"/> <b>Two Staples</b>    <input type="checkbox"/> Left Side    <input type="checkbox"/> Right Side</p> <p><input type="checkbox"/> <b>Booklet Staples</b></p> <p><b>Hole Punched:</b>    <input type="checkbox"/> 2 Hole    <input type="checkbox"/> Other _____  <input type="checkbox"/> 3 Hole</p> <p><b>Folded:</b>    <input type="checkbox"/> Bifold (1/2)    <input type="checkbox"/> Other _____  <input type="checkbox"/> Trifold (1/3)</p> <p><input type="checkbox"/> <b>Glued Pads</b></p> <p><input type="checkbox"/> <b>Laminate</b> (no wider than 26")    <input type="checkbox"/> <b>Comb Binding</b>  <input type="checkbox"/> Clear Plastic Cover</p>

**Standard Paper Colors:**

<input type="checkbox"/> White	<input type="checkbox"/> Solar Yellow	<input type="checkbox"/> Celestial Blue
<input type="checkbox"/> Ivory	<input type="checkbox"/> Ultra Lemon	<input type="checkbox"/> Pastel Blue
<input type="checkbox"/> Canary	<input type="checkbox"/> Orange	<input type="checkbox"/> Terrestrial Teal
<input type="checkbox"/> Red	<input type="checkbox"/> Ultra Orange	<input type="checkbox"/> Pastel Green
<input type="checkbox"/> Pink	<input type="checkbox"/> Violet	<input type="checkbox"/> Gamma Green
<input type="checkbox"/> Fuschia	<input type="checkbox"/> Orchid	<input type="checkbox"/> Gray

**Cover Stock 80lb :** \_\_\_\_\_  
 (Please choose color from the list above.)

**Specialty Paper:**  Gloss Photo quality paper

<input type="checkbox"/> Strathmore Bond (white Stationery)	<input type="checkbox"/> Graphika Parch (certificates; ask about available colors)
<input type="checkbox"/> Via Felt Cream White	

**NCR:**  Letter (8.5 x 11)     2-Part     4-Part  
 Half page (8.5 x 5.5)     3-Part     5-Part

**Envelopes:**  #10 Regular     #10 Window  
 6x9 report card     Greeting Card size

**Card Stock Colors (Index):**

<input type="checkbox"/> White	<input type="checkbox"/> Pastel Green
<input type="checkbox"/> Ivory	<input type="checkbox"/> Gray
<input type="checkbox"/> Blue	<input type="checkbox"/> Buff
<input type="checkbox"/> Canary	<input type="checkbox"/> Cherry
<input type="checkbox"/> Salmon	

**Additional Instructions:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_