

# PRINTING REQUEST FORM

Date \_\_\_\_\_

Customer/Account Number \_\_\_\_\_

Name \_\_\_\_\_

Purchase Order Number \_\_\_\_\_

IMESD / School \_\_\_\_\_

Project Title \_\_\_\_\_

Department \_\_\_\_\_

Date due \_\_\_\_\_

**Number of Copies Needed** \_\_\_\_\_

Front only    Front & back    As is

*Please send the first two copies of this form with your order. Retain the third copy for your records.  
One copy will be returned with the completed print order.*

## MATERIALS

### Paper

- 8.5x11    8.5x14    11x17  
 White    Color (specify) \_\_\_\_\_

### Carbonless

- 2 part    3 part    4 part    5 part  
 Other \_\_\_\_\_

### Cover Stock

- 8.5x11    8.5x14    11x17  
 White    Color (specify) \_\_\_\_\_

### Original File

- Electronic copy via email  
 Hard copy attached (clear black on white)

### Index

- 8.5x11    8.5x14    11x17  
 White    Color (specify) \_\_\_\_\_

### Full Color Copies

- Yes

## SERVICES

### Collating

### Grouping

- or

### Folding

- Half    Letter    Z fold  
 Tape Closure ( Specify ) \_\_\_\_\_

### Cutting

- 1/2    1/4  
 Other \_\_\_\_\_

### Laminating

- Yes

### Stapling

- 1 Upper Left  
 2 On Left Side  
 Saddle Stitch  
 Other \_\_\_\_\_

### Binding

- Comb    Coil    Fastback

### Numbering

Start # \_\_\_\_\_

### Drilling

- 3 hole  
 Other \_\_\_\_\_

Finish # \_\_\_\_\_

### Padding

- 100 per pad x \_\_\_\_\_ Number pads  
 50 per pad x \_\_\_\_\_ Number Pads

**First Time Ordering? Y - N ( Please Circle )  
If Yes Then How Did You Here about Us?**

## ADDITIONAL INSTRUCTIONS

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

White and Yellow copy - Print Shop with order  
 Pink copy - Customer