

# PRINT JOB REQUEST FORM

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

Name \_\_\_\_\_ Date Needed \_\_\_\_\_

Budget # \_\_\_\_\_

Title of Document \_\_\_\_\_

**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 \_\_\_\_\_ Cut \_\_\_\_\_

Staple \_\_\_\_\_ Pad \_\_\_\_\_

Bind \_\_\_\_\_ Laminate \_\_\_\_\_

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

Cut \_\_\_\_\_

Pad \_\_\_\_\_

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

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

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

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

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

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

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

Lg. Poster \_\_\_\_\_

Graphic Design \_\_\_\_\_

Folding \_\_\_\_\_

Envelopes \_\_\_\_\_

Laminate \_\_\_\_\_

Other \_\_\_\_\_

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

Notes: