



# Print Request Form

Job No. : \_\_\_\_\_

Today's Date / Time: \_\_\_\_\_

Date / Time Required: \_\_\_\_\_

Requested by: \_\_\_\_\_

Phone Ext. : \_\_\_\_\_

Picked up by: \_\_\_\_\_

Email: \_\_\_\_\_

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

Account Number: \_\_\_\_\_

**\* = REQUIRED ENTRY**

## JOB DESCRIPTION

\_\_\_\_\_

\* Number of copies: \_\_\_\_\_

\* Ink Color:  B/W  Color

Double Sided:  Open to Left  Open to Top

\* Paper Size:

Custom \_\_\_\_\_

\* Paper Color Options:

\* Paper Weight:

White  
  Warm White  
  Cream

Re-Entry Red   Pink  
  Orbit Orange   Ivory  
  Galaxy Gold   Canary  
  Gamma Green   Green  
  Celestial Blue   Blue  
  Gravity Grape   Orchid

Envelopes:

#10 Warm White

Rainbow **ONLY** available in 65# 8.5 x 11

Color samples are available for viewing at the Post Office Window.

If a specific paper is requested. Please be aware this will delay timelines and costs will be affected.

### Optional Finishings:

Posters:  Laminate  
 Foam Mounted

Books:  Saddle Stitch Stapled  
 Spiral (GBC)  
 Tape  
 Black  White

Stapling:  Upper Left  
 Upper Right  
 Booklet

Folding:  Half Fold  
 Tri-Fold  
 Z Fold

Punching:  One Hole  
 Two Holes  
 Three Holes

Notepads: \_\_\_\_\_ Amount  
\_\_\_\_\_ Pages per Pad

### Special Instructions:

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