



# MAIL PRINT JOB REQUEST FORM



Date Submitted: \_\_\_\_\_

Requestor: \_\_\_\_\_

Phone # \_\_\_\_\_

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

Budget Account #: \_\_\_\_\_

<input type="checkbox"/> COPY	<input type="checkbox"/> PRINT	TITLE / KEY PHRASE:	DUE DATE:
<input type="checkbox"/> SCAN			

COPY/PRINT INSTRUCTIONS		
# OF ORIGINALS: <input type="text"/>	# OF COPIES: <input type="text"/>	<input type="checkbox"/> COPY/PRINT EVERYTHING <input type="checkbox"/> ONLY CLIPPED PAGES <input type="checkbox"/> ONLY FLAGGED DOCUMENTS <input type="checkbox"/> SEE SPECIAL INSTRUCTIONS

OUTPUT PAPER			
Standard Stock (No Add'l Charge)	SPECIALTY STOCK (Circle selection)		
	***Additional Charges Apply - Contact Mail & Print for a price list***		
<input type="checkbox"/> 8.5" x 11" White <input type="checkbox"/> 3-Hole 8.5" x 11" White <input type="checkbox"/> 8.5" x 14" White (Legal) <input type="checkbox"/> 11" x 17" White	<u>Color</u>	<u>Brights</u>	<u>Card Stock</u>
	<u>High Gloss</u>	<u>24 lb Linen</u>	<u>NCR</u>

PRINT/COPY OUTPUT & FINISHING - Additional Charges May Apply			
<input type="checkbox"/> B & W	<input type="checkbox"/> Collate	<input type="checkbox"/> Cut	<input type="checkbox"/> GBC Binding
<input type="checkbox"/> Color	<input type="checkbox"/> Staple	<input type="checkbox"/> Fold	<input type="checkbox"/> Laminate (3mm, 5mm or 10mm)
<input type="checkbox"/> Simplex (Single Sided)	<input type="checkbox"/> Spiral Binding	<input type="checkbox"/> Plastic Cover (Back Cover: Clear or Black)	
<input type="checkbox"/> Duplex (Double Sided)	<input type="checkbox"/> SEE SPECIAL INSTRUCTIONS		

DELIVERY INSTRUCTIONS	
<input type="checkbox"/> Call When Ready	Interoffice Mail to:
<input type="checkbox"/> USPS Mail	Other:

PRICING OVERVIEW
Black & White clicks (\$0.02 in Print Shop, \$0.03 everywhere else). Color clicks (\$0.20 in Print Shop, \$0.28 everywhere else). For prices on all other services, paper stock or supplies, please contact Mail & Print at x2164 for a complete price chart.

OFF-SITE AUTHORIZATION
Most Jobs are completed in the Arcadia Mail & Print facility. In some cases due to quantity or complexity of work, your job may be completed at another DTI facility. Off-Site pricing will be provided prior to completion of job and will differ from the price chart.
Off-Site Authorization <input type="checkbox"/> Yes <input type="checkbox"/> No Signature: _____

SPECIAL INSTRUCTIONS

Print Shop Use Only	Operator	QC	Time Completed	Date Completed
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