



# PRINT JOB REQUEST FORM



Date Submitted:

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

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

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

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

- ☐ COPY   ☐ PRINT  
☐ SCAN

TITLE / KEY  
PHRASE:

DUE DATE:

## COPY/PRINT INSTRUCTIONS

# OF ORIGINALS:

# OF COPIES:

- ☐ COPY/PRINT EVERYTHING  
☐ ONLY CLIPPED PAGES  
☐ ONLY FLAGGED DOCUMENTS  
☐ 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\*\*\*

☐ 8.5" x 11" White

☐ 3-Hole 8.5" x 11" White

☐ 8.5" x 14" White (Legal)

☐ 11" x 17" White

Color

blue buff cherry gold gray  
green ivory orchid pink salmon  
tan yellow

Brights

Blue Green Orange Red  
-----  
24 lb Bright White

Card Stock

blue buff canary cherry gray  
green ivory salmon  
-----  
8.5 x 11 White 11 x 17 White

High Gloss

8.5 x 11 11 x 17

24 lb Linen

White Gray

NCR

2-Part 3-Part

## PRINT/COPY OUTPUT & FINISHING - Additional Charges May Apply

☐ B & W

☐ Color

☐ Simplex (Single Sided)

☐ Duplex (Double Sided)

☐ Collate

☐ Staple

☐ Spiral Binding

☐ SEE SPECIAL INSTRUCTIONS

☐ Cut

☐ Fold

☐ Plastic Cover (Back Cover: Clear or Black)

☐ GBC Binding

☐ Laminate (3mm, 5mm or 10mm)

## DELIVERY INSTRUCTIONS

☐ Call When Ready

☐ USPS Mail

Interoffice Mail to:

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.

## SPECIAL INSTRUCTIONS

Print Shop  
Use Only

Operator

QC

Time Completed

Date Completed