



## 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. Pricing for request below.

### SPECIAL INSTRUCTIONS

Print Shop  
Use Only

Operator

Cost for Request

Time Completed

Date Completed