

# Print Services Lab

## Printing Request

Front Desk: 314-9580 • Mike Cannon: 314-9581 • Ernie Fierros: 314-9582 • Marco Castillo: 314-9584



**PRINT ALL INFORMATION CLEARLY IN INK. PLEASE SUPPLY SAMPLE IF AVAILABLE.**

**Date Due** \_\_\_\_\_ **Job Number** \_\_\_\_\_

**Date Received by PS** \_\_\_\_\_ **Job Name** \_\_\_\_\_

Disc Supplied  E-mail  Server \_\_\_\_\_ **File Name** \_\_\_\_\_

**Requested by** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Complete Budget code** \_\_\_\_\_ **Division** \_\_\_\_\_

**Number of Pages** \_\_\_\_\_ **Finished Number of sets** \_\_\_\_\_

**Finished Size: Flat** \_\_\_\_\_ **Folded** \_\_\_\_\_

**Special Instructions** \_\_\_\_\_

### Copier Services

One Sided  Double sided  Collate  Staple  3-hole punch  BW  Color Prints




### Paper

<b>Size</b>	<b>Stock - Color</b> _____	<b>Weight</b> _____	<b>Envelopes</b>	<b>NCR</b>
<input type="checkbox"/> Letter-8-1/2" x 11"	<input type="checkbox"/> Offset		<input type="checkbox"/> #9, #10 Env	<input type="checkbox"/> 2-Part
<input type="checkbox"/> Legal-8-1/2" x 14"	<input type="checkbox"/> Index		<input type="checkbox"/> #9, #10 Window	<input type="checkbox"/> 3-Part
<input type="checkbox"/> Tabloid-11" x 17"	<input type="checkbox"/> Text - <input type="checkbox"/> Gloss / <input type="checkbox"/> Matte / <input type="checkbox"/> Uncoated		<input type="checkbox"/> A-2 or <input type="checkbox"/> A-6	<input type="checkbox"/> 4-Part
<input type="checkbox"/> Other _____	<input type="checkbox"/> Cover - <input type="checkbox"/> Gloss / <input type="checkbox"/> Matte / <input type="checkbox"/> Uncoated		<input type="checkbox"/> Other _____	<input type="checkbox"/> 5/6-Part

### Offset Printing

<b>Sides Printed</b>	<b>Ink</b>	<b>Press Check</b>
<input type="checkbox"/> One Side _____	<input type="checkbox"/> Black	<input type="checkbox"/> Yes
<input type="checkbox"/> Two Sides _____	<input type="checkbox"/> 4 Color Process	Name _____
<input type="checkbox"/> Head to Foot _____	<input type="checkbox"/> Spot Colors - PMS _____ PMS _____	Phone # _____
<input type="checkbox"/> Other _____	PMS _____ PMS _____	<input type="checkbox"/> 24 hour advance notification when possible

### Bindery

<b>Folding</b>	<b>Binding</b>	<b>Misc.</b>	<input type="checkbox"/> Number _____
<input type="checkbox"/> Single- 	<input type="checkbox"/> Grommets	<input type="checkbox"/> Shrink Wrap	<input type="checkbox"/> Perforate/
<input type="checkbox"/> Letter- 	<input type="checkbox"/> Plastic Coil	<input type="checkbox"/> Laminate/Mount	<input type="checkbox"/> Score
<input type="checkbox"/> Accordion- 	<input type="checkbox"/> Tape Bind	<input type="checkbox"/> 3-Hole Punch	<input type="checkbox"/> Cut/Trim
<input type="checkbox"/> Other _____	<input type="checkbox"/> Booklet	<input type="checkbox"/> Pad - Shts/Pad	<input type="checkbox"/> Other _____

### Delivery

No-Customer will Pick-up  Yes-(Delivery Available to Building only) Building Name \_\_\_\_\_

**Received by** \_\_\_\_\_ **Date** \_\_\_\_\_

#### For Office Use Only

Item	Quantity	Cost	Item	Quantity	Cost	Item	Quantity	Cost
Offset Paper	_____	_____	Coil/Tape	_____	_____	Color Laser	_____	_____
Bright Paper	_____	_____	Pad	_____	_____	DPM Plates	_____	_____
Index Paper	_____	_____	Folding	_____	_____	NCR ____pt	_____	_____
Cover/Text	_____	_____	Shrink Wrap	_____	_____	Wide Format	_____	_____
Envelopes	_____	_____	Laminate	_____	_____			
Xerox	_____	_____	Grommets	_____	_____			

**Printed by** \_\_\_\_\_ **Total Cost of this Job \$** \_\_\_\_\_

**Job Completed by** \_\_\_\_\_ **Date Completed** \_\_\_\_\_

*White Copy-Print Services • Yellow Copy-Delivery/Control • Pink Copy-Return to Customer*