

PRINTING REQUEST

Galberry Hall Phone 9-4470 • Bartley Hall Phone 9-5914

Job Title _____

DATE NEEDED _____

(ASAP not applicable)

Budget Acct. # - - 7921

Dept. Head Approval _____

Date of Order _____ Number of Original Pages _____ Quantity Requested _____

Operations Required: *(Please attach printed sample)*

Originals: Mixed Single Sided Double Sided

<input type="checkbox"/> Photocopy (black ink)	Stapling <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Color Paper _____	<input type="checkbox"/> Cutting
<input type="checkbox"/> Single-sided	<input type="checkbox"/> 3-hole Punch
<input type="checkbox"/> Double-sided	<input type="checkbox"/> Folding:
<input type="checkbox"/> Collated <input type="checkbox"/> Uncollated	To Size _____
<input type="checkbox"/> Color Copy (color ink)	<input type="checkbox"/> Text In
<input type="checkbox"/> Poster Printing (larger than 11 x 17)	<input type="checkbox"/> Text Out
<input type="checkbox"/> Mount to Foamcore <input type="checkbox"/> Laminate	<input type="checkbox"/> Business Cards (500 min.)

BINDING

<input type="checkbox"/> Tape	<i>please select a color</i>	<input type="checkbox"/> Ink: Black
<input type="checkbox"/> Plastic Spiral	<input type="checkbox"/> blue	<input type="checkbox"/> Ink: Color(s)
<input type="checkbox"/> Plastic Comb	<input type="checkbox"/> black	PMS _____
<input type="checkbox"/> Wire	<input type="checkbox"/> white	PMS _____

Proof Requested By _____

Type of Proof Hard Copy PDF

Additional Instructions:

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Delivery Instructions:

Pick up Mail Services Deliver to _____ Station # _____ *(see listing below)*

Requested by _____ Ext. _____ Dept. _____ Fax _____

Station Numbers

- | | | | | |
|------------------|-------------------------------|----------------------------------|------------------|--------------------|
| 1. St. Augustine | 5. St. Rita (Campus Ministry) | 9. St. Mary's | 13. Vasey Hall | 16. Falvey Library |
| 2. Mendel Hall | 6. Tolentine Hall | 10. Technology Services Building | 14. Bartley Hall | 17. Corr Hall |
| 3. Kennedy | 7. Law School | 11. Alumni House | 15. Jake Nevin | 18. Huebner Hall |
| 4. Austin Hall | 8. Dundale Hall | 12. Dougherty Hall | | |