



Reprographics Printing Request Form

Account	Fund	Department ID	Program	Budget Period	Project/Grant	Business Unit	Job Ticket	\$		
UAS PO & Expiration Date					Date Submitted		Date Required & Time			
Authorized Budget Signature			Authorized Budget Name			Name (Contact Person)				
Job Description					# of Pages	# of Copies	Exam	Course #		
Will Call	Delivery	Distribution	Distribution Type					Delivery Location		
			I	II	III	IV	V	VI	VII	AS

Printing

Lamination	Brochures	Folders	Flyers	Copies	Letterhead	Tabs	Business Cards	Postcards
	Posters	Memo Pad	Direct Mail	Envelopes	NCR Type: _____			
Booklets	Cover: _____	Weight: _____	Color: _____	Books	Cover: _____	Weight: _____	Color: _____	
	Text: _____	Weight: _____	Color: _____		Text: _____	Weight: _____	Color: _____	

Ink Color	Black	Color	Varnish	PMS#	Finishing	Folding	Drilling	Stapling
Print	Size	Paper						
Per Original	8.5x11	White			Collated	Half-Fold	Portrait	Portrait
1-Sided	8.5x14	Color Paper			Uncollated	Letter-Fold	Landscape	Landscape
2-Sided	11x17	Specify _____			Binding	Z-Fold	1-Hole	Single
Head to Head	Other	Paper Weight			Coil	Double Parallel	2-Hole	Double
Head to Toe	Specify _____	Specify _____			Tape		3-Hole	

Special Instructions

Wide Format & Signage

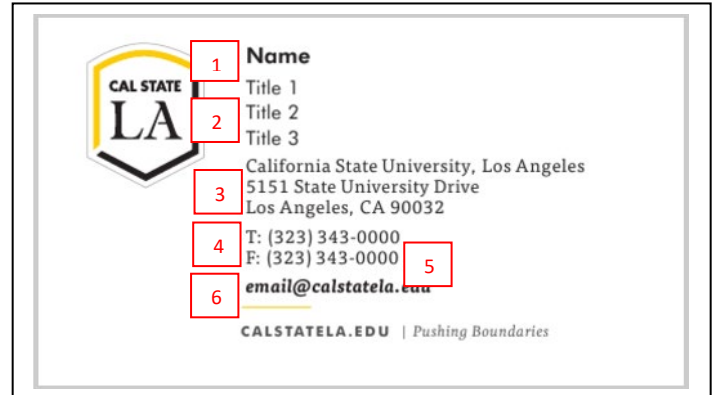
Material	Add-ons	Braille
Matte Photo	Magnetic	Type I- Room ID
Gloss Photo	Corrugated Plastic	Type II- Room ID & Descriptor
Light Box	Foam Board	Type III- Room ID, Descriptor & Detail
Reflective Vinyl	White	Type IIIA- Restricted Access
Window Perf	Black	Type IIIA- Restricted Access & Room ID
Vinyl Sticker	Aluminum Board	Room ID, Descriptor & Detail
Banner	Plexi Glass	Type VII- Directory
Mesh Banner	White	
PVC Board	Black	
	Lamination	
	Vinyl Cut Out	
	Pole Pockets	
	Lamination	
	Pop-Up Stand 1 - Sided	
	Pop-Up Stand 2 - Sided	
	Name Plate	
	Door Sign Flag Plate	
	Name Tag	
		<u>Size</u>

Special Instructions

Business Card/ Letterhead/ Envelope Template

Business Card

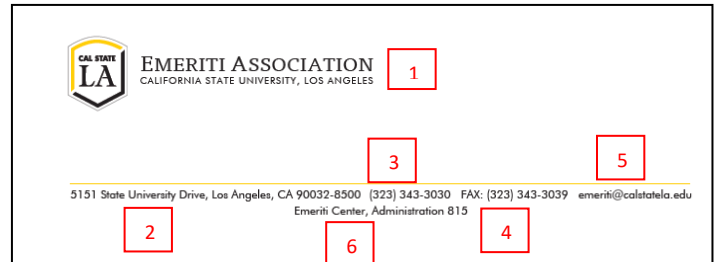
1. Name
 - a. Title 2 optional
 - b. Title 3 optional
2. Title 1 required
3. Address
4. Telephone
5. Fax
6. Email Address



Letterhead

1. Department Name
2. Address
3. Telephone
4. Fax
5. Department Email
6. Department Location

*Not to scale



Envelope

1. Department Name
2. Address
3. Department Chartfield

*Not to scale

