

Printing Request Form

Use this request for **PRINTING ONLY**. Copying must be requested on a Quick Copy request Form.

CONTACT / PAYMENT INFORMATION

Client: _____ Phone: _____ Email: _____
 Department: _____ Campus: _____ Building/Room: _____
 Account Type: Speed type _____ Panther Card Credit Card PCard

DELIVERY INFORMATION

Pick-Up: Atlanta Clarkston
 Delivery: Recipient: _____ Campus: _____
 Address: _____ Suite: _____

JOB INFORMATION

Print Only Design Only Design & Print Proof Date: _____ Date to Deliver: _____
 Document(s) title: _____
 File Type: PDF Excel Power Point Word Publisher Adobe Design Suite: _____
 Delivery Method: Email FTP Flash Drive CD H Drive Other: _____

JOB DESCRIPTION

Job Attributes

Type Flyer Sign Postcard Brochure Invitation Poster Booklet
 _____ Part NCR Banner _____ X _____ Envelope # _____ Other _____
 Quantity: _____ Number of Pages: _____ Flat Size: _____ Folded Size: _____ Double-Sided Single-Sided

Fold: No Yes Cut: No Yes Halftones: No Yes Bleeds: No Yes Screens: No Yes

Paper

Name: _____	Name: _____
Weight: _____ # <input type="radio"/> Cover <input type="radio"/> Text	Weight: _____ # <input type="radio"/> Cover <input type="radio"/> Text
Color: _____ Finish _____	Color: _____ Finish _____
Ink (Side 1) _____ Ink (Side 2) _____	Ink (Side 1) _____ Ink (Side 2) _____

BINDING / FINISHING

Saddle Stitch Corner Staple 3-Hole Score/Perf Collate
 Perfect Bind Shrink Wrap Pad _____/Pad Laminate

SPECIAL INSTRUCTIONS

FOR PawPrints USE ONLY

Job #: _____ Intake Initials: _____
 Date Entered: _____
 Due to Printer: _____
 Estimate: \$ _____