

Print Request Form

Name: _____
 Department: _____
 Campus: _____
 Date submitted: _____ Date Needed: _____

	Print color		Paper				Size				QTY	
	B/W \$.04	Full color \$.05	white reg \$.01	color reg \$.02	white stock \$.04	color stock \$.05	2"	4"	6"	other		
Programs (cover is standard stock)												Program
Flyer												Page
Fundraiser tickets	B/W only											Ticket
Event tickets												Ticket
Flash cards												Set
NCR carbonless Forms 2pt :												Reams
NCR carbonless Forms 3pt :												Reams
NCR carbonless Forms 4pt:												Reams
Poster	2 tone only ask for details											Each
Business cards												Sheet
Small notepads (set of 4@\$1.00)												Each
Large notepads 50 sheets 1.00												Each
Other:												Each
Cutouts												

Letter/ Images need: (attach page if more room is needed)(price based on number paper used)

Description of item needed not listed above:

Extras		Yes	No	
Laminate				
11 X 8.5				\$0.90
linear ft				\$1.00
Spiral binding				
	0-22	sheets	@	\$0.08 each
	23-55	sheets	@	\$0.11 each
	55-100	sheets	@	\$0.18 each
	100+	sheets	@	\$0.25 each

Please provide me with proper resources to complete each print job. For forms and any personalized print requests, be sure to either email or send information needed to complete/create each printed item. Conference period is 4th if you need to meet on any print request not listed above. Minimum of 2 weeks notice to ensure items are completed when you need them. Some orders may need more notice time due to the size of the project. Prices are based on per page printing.