

# DIGITAL PRINT REQUISITION - ALL INFORMATION MUST BE FILLED OUT

LAST  
NAME  
INITIAL

## PRINTING REQUISITION

Account Number **REQUIRED**

NAME

DEPT.

PHONE NUMBER

DATE SUBMITTED

DATE ORDER NEEDED★

TITLE OR DESCRIPTION OF WORK



# EXAM

EXAMS MUST PICKED  
UP BY FACULTY OR STAFF ONLY!

### PRINTING INSTRUCTIONS

NUMBER OF ORIGINALS  
SUBMITTED **REQUIRED**

COPIES OF EACH  
**REQUIRED**

IS TYPESETTING REQUIRED?

☐ NO ☐ YES

Email to send proof:

### PAPER SPECIFICATIONS

☐ ONE SIDE ☐ 2 SIDES ☐ MIXED

#### TYPE OF PAPER:

##### REGULAR BOND **COLORS**

☐ WHITE ☐ PINK ☐ YELLOW  
☐ GREEN ☐ IVORY ☐ BLUE  
☐ CCM LETTERHEAD ☐ OTHER: \_\_\_\_\_

#### SIZE

☐ 8 1/2 X11 (STANDARD)  
☐ 8 1/2 X 14  
☐ 11 X 17  
☐ OTHER \_\_\_\_\_

☐ OVERHEAD  
TRANSPARENCY

#### NCR SETS

☐ 2-PART ☐ 4-PART  
☐ 3-PART ☐ 5-PART

#### COVER OR CARD STOCK

Color\* \_\_\_\_\_  
\*Check with Printing to see  
what colors are available.

### BINDERY INSTRUCTIONS

#### BINDING

☐ COLLATE  
☐ STAPLE  
☐ BLACK TAPE  
☐ FOLD \_\_\_\_\_  
☐ PUNCHING \_\_\_\_\_  
☐ CUTTING \_\_\_\_\_  
☐ OTHER \_\_\_\_\_

#### PADDING

Number of  
Sheets Per Pad  
(50 Min.)

Number of  
Pads

#### Glue Edge

☐ Top ☐ Left



## COLOR COPIES

### \*PLEASE NOTE:

Any rush job needs to be  
confirmed with the Print  
Shop by calling ext. 5262

**FILES MUST BE SUPPLIED AS PDF.** (Please confirm files are correct before sending) **FILE NAME:** \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

#### SHIPPING INFO:

☐ Pickup  
☐ Interoffice  
\_\_\_\_\_  
Location  
☐ Mailroom  
☐ Email  
\_\_\_\_\_