

# 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*
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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: \_\_\_\_\_

OVERHEAD TRANSPARENCY

**NCR SETS**

- 2-PART  4-PART  
 3-PART  5-PART

SIZE

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

**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