PRINT SERVICES REQUISITION 14225 14226

AUXILIARY SERVICE BUILDING

910.521.6208

Date_____

Requested by _____ Dept _____ Ext. No_____

Approved by _____ Dept _____ Ext. No_____
FUND MANAGER

_____Proof Requested _____ Digital Color _____Off Campus use (State funds)
(First Proof Free, $5.00 Each Additional)

In-House []
Outsource []

Due Date_____ Charge Code _____**22850 / 23110**

No. Of Originals _____ Copies of Original _____ Number Of Proofs_____

2nd Side Printing **[Yes] [No]** Total Impressions _____ Number of Metal Plates_____

RUSH JOB! [] YES
Above 100 $25.00/Below $15.00

INSTRUCTIONS: SUBMIT 3/PART CARBONLESS PRINTING REQUISITION ONLY

REMOVE STAPLES FROM ORIGINALS BEFORE SUBMITTING TO PRINTING

Normal turnaround time Allow 4 working days for digital color, 5 for offset printing, 3 for quick copying, Peak printing periods and specialty orders may take longer.

PLEASE CIRCLE:

EDIT/FORMAT/DESIGN_____ PRESS SET-UP_____

Paper: _____Size [8.5x11] [8.5x14] [11x17]

COLLATE STAPLE PERFORATE STITCH DRILL HOLES: Left, Right, Top, Bottom

CUT _____ NUMBER_____ Plastic Binding _____ FOLD [1/2] [1/3]

PADS How Many_____ Sheets per pad: **circle** [25] [50] [100]

CARDS: Panel_____ Other_____ Size_____

CARBONLESS Please Circle 2/PART 3/PART 4/PART

BUSINESS CARDS 500/box**:** Number of boxes per order [1] [2] [3]

Please Circle **[**New Order**]** **[**Re-order no changes**]** **[**Re-order with changes**]**

LETTERHEAD 500/Ream No. of Reams_____ Department_____

ENVELOPES 500/ Box, No. of Boxes_____ Department_____
Circle Regular Window Business Reply A-2 A-7 6 ¾ 6X9 9X12 10X13

WALLPAPER, POSTERS, BANNERS: _____ Wide X Length_____ GROMMETS yes [] no []
(2-Foot or 3-Foot Wide)

LAMINATE _____

PAPER SHREDDING Indicate How Many Boxes_____

PRINT SERVICES USE ONLY

$_____
$_____
$_____
$_____
$_____
$_____
$_____
$_____
$_____
$_____
$_____
$_____
$_____
$_____
$_____
$_____
$_____

$_____
TOTAL CHARGE

INSTRUCTIONS:_____

_____

_____

_____

_____

Date Completed: _____ Operator's Name: _____ Cost per copy: _____

White Copy – Accounts Payable Yellow Copy – Printing Pink Copy – Department Revised 3/2011