



# Request for Printing and Design Form

Department	Pick-Up Schedule		<input type="checkbox"/> Pick-Up
Department's Contact Name	Drop-off / Request Day	Pick-up / Finishing Day	<input type="checkbox"/> Delivery
	Monday	Wednesday	
	Tuesday	Thursday	
	Wednesday	Friday	
	Thursday	Monday	
Phone	Friday	Tuesday	

**Note: There is a minimum 2-3 business day for all work. Additional charges may be assessed for faster turnaround.**

This area is required for only color and/or design request.

PeopleSoft # / Department ID: \_\_\_\_\_ Account #: **080401 (Printing/Reproduction)**

\_\_\_\_\_  
Name (Signature required before work can begin. Signature authorizes expenditure from the named budget and acceptance of the Terms and Conditions.) Date

Nature of Materials

Syllabus \_\_\_\_\_ Test \_\_\_\_\_ Letters \_\_\_\_\_ Other \_\_\_\_\_

Production	# of Copies <input type="checkbox"/> X # of Originals	Paper Type <input type="checkbox"/> Regular <input type="checkbox"/> Gloss <input type="checkbox"/> Cover <input type="checkbox"/> Other	Page Size <input type="checkbox"/> 8 1/2 X 11 <input type="checkbox"/> 8 1/2 X 14 <input type="checkbox"/> 11 X 17 <input type="checkbox"/> 12 X 18 <input type="checkbox"/> Banner / Poster Size 24in. x _____ 36in. x _____ 42in. x _____	Sides <input type="checkbox"/> 1:1 <input type="checkbox"/> 1:2 <input type="checkbox"/> 2:1 <input type="checkbox"/> 2:2 <input type="checkbox"/> as is	Collation <input type="checkbox"/> 1 1 2 3 <input type="checkbox"/> 1 1 2 2 <input type="checkbox"/> B & W <input type="checkbox"/> Color
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Finishing	Banner / Poster Paper Type <input type="checkbox"/> White bond <input type="checkbox"/> Adhesive <input type="checkbox"/> Matte <input type="checkbox"/> Vinyl	Binding <input type="checkbox"/> COMB <input type="checkbox"/> BOOK	Mounting <input type="checkbox"/> Foam Board <small>Only for Poster printing 32 x 40 or smaller.</small>	Hole Punch <input type="checkbox"/>
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Finishing	Stapling <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Re staple originals? <input type="checkbox"/> Y <input type="checkbox"/> N	Folding <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Request for Graphic Design Work <input type="checkbox"/> Design & Create <input type="checkbox"/> Add Header/Footer <input type="checkbox"/> Add Page # <input type="checkbox"/> Cut & Paste <input type="checkbox"/> Merge Documents <input type="checkbox"/> Photo Enhancement <input type="checkbox"/> Shift Image <input type="checkbox"/> Text Edits  <b>Note: Graphic Design services will be billed at \$50.00 per hour. In the event of a cancellation, design charges are non-refundable. There will also be additional charges for excessive revisions.</b>
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**ALL MATERIALS MUST BE ACCOMPANIED BY A REQUEST FOR PRINTING AND DESIGN FORM. FORMS ARE AVAILABLE ON THE K DRIVE:\FORMS (CAMPUS-WIDE)\MAIL AND PRINT SERVICES FORMS AND WEB SITE.**

Approval	Proof To Customer	Please provide feedback and instructions to proceed: <input type="checkbox"/> <b>GO:</b> I have reviewed the sample output of the job and am satisfied with its quality. I authorize Mail and Print Services to output the remainder of my order at the agreed-upon specifications and costs. <input type="checkbox"/> <b>OK WITH CHANGES:</b> I authorize Mail and Print Services to make the noted minor changes to the review print and output the entire job according to the agreed-upon specifications, without any additional review prints for my approval. <input type="checkbox"/> <b>NEW REVIEW PRINT REQUIRED:</b> Please make the noted changes and send another review print/proof. <input type="checkbox"/> <b>REVIEW WAIVED (not recommended):</b> I choose not to review a review print. Please complete the job as indicated on the Printing and Design request form.
		_____ Customer's signature <span style="float:right">Date</span>

**Disclaimer** When delivery or picking up your order, it is your responsibility to make sure that it is accurate. If there is an error on your part, you will be required to resubmit the job for reprinting at your own or your department's expense. **Your signature for confirmation of DELIVERY OR PICK-UP verifies that you have checked your work thoroughly.**