University Printing Services Request

Batch # | **Job No.**

Name	Phone	E-mail	Today's Date
		@mnsu.edu	

Department	Intracampus Mail Code	Due Date

Approval Signature	Delivery Instructions	Acct. to be Charged
	☐ Campus Delivery ☐ Office Support Services ☐ Hold for Pick-up	

Brief Description of Request **(*ONE ITEM PER REQUEST FORM, PLEASE)**

Would you like this original work request when job is complete? ☐ **Yes** ☐ **No**

Number of Originals _____

☐ **Graphics** ☐ **Final PDF for Web**

☐ **PDF proof** ☐ **Paper Proof**

Paper: Standard - 20 lb.:

☐ White ☐ Canary ☐ Goldenrod
☐ Blue ☐ Gray* ☐ Salmon*
☐ Buff ☐ Green ☐ Pink

*** Only available in 8 1/2 x 11 size**

☐ **Letterhead** (1000 minimum)

☐ **Letterhead 2nd Sheet** (500 minimum)

☐ **25% Rag Bond** (White only)

☐ **Carbonless (NCR)**

Specify number of parts_____

☐ **Card/Cover:** Color _____

☐ **Linen**: Color _____

☐ **Vellum:** Color_____

☐ **Astrobrite:** Color_____

☐ **Recycled:** ☐70# ☐Cover

Color _____

☐ **70# Offset** (White only)

☐ **Other Special Quality Paper:**

_____

_____

Envelopes:

☐# 10 Letterhead Envelopes (1000 minimum)

☐A-2 ☐A-6 ☐A-7 ☐A-8

☐# 9 ☐# 10 ☐#10 Window

☐#11 ☐6 3/4 ☐Other_____

Number of Finished Copies _____

Sheet Size

☐ 8 1/2 x 11 ☐ 11 x 17

☐ 8 1/2 x 14 ☐ Other Size _____

☐ Cut and/or Trim:_____

☐ 1 Sided ☐ 2 Sided

☐ Ink color(s): _____

_____

_____

☐ Varnish ☐ Overlaminating

☐ Collate

☐ Fold: ☐ 1/2 ☐ 1/3 ☐ 1/4 ☐ Other

☐ Staple: ☐ Side ☐ Saddle ☐ Corner

☐Perforate ☐ Score ☐ Die-cut

☐ Punch: ☐ 1 Hole ☐ 2 Hole ☐ 3 Hole

☐ Pad Sheets per pad: _____

No. of finished pads: _____

☐With backer card

☐ Numbering start with #_____

Ink color: ☐ Red ☐ Black

☐Coil Bind ☐Comb Bind ☐Perfect Bind

☐ Velobind: ☐ Black ☐ Blue ☐Strip Only

☐ Laminate

FOR PRINTING SERVICES USE ONLY

Up_____ Press Size _____

Press Run _____ Fin. Copies_____

PRINTING SERVICES ONLY

Operations	In	Out	Checked
Desk			
Graphics			
Plates			
Printing			
Bindery			

Completion Date

Part No.	Quantity Issued	Initials

File Name:

Template:

Printing Services	Graphics

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SPECIAL INSTRUCTIONS

_____

_____

_____

_____

_____

Proof

Out _____

In _____

Out _____

In _____

WHITE and CANARY - Printing Services

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FORM:Print.Serv.-3/Rev.11-07