Non Departmental Print Request Form

ALL PRINT REQUESTS REQUIRE 50% DOWN PRIOR TO PROCESSING

As the responsible person for this project, I agree to pay all amounts quoted on this document, even if it is for an organization. I understand that I will be the responsible party for all remedies for collection if I do not pick up or pay for the project in total.

Name (Print)__________________________________________Signature:_________________________________Date:____________

Files Submitted by: [ ] Hard Copy [ ] Electronic Files

<table>
<thead>
<tr>
<th>Date / Time Submitted</th>
<th>Date / Time Job Due</th>
</tr>
</thead>
</table>

Responsible Party: ____________________________________________

Organization: _______________________________________________

Phone Number: _______________________________________________

E-Mail Address: _______________________________________________

Approved by: _______________________________________________

Job Description

<table>
<thead>
<tr>
<th># of Originals / Pages:</th>
<th># of Sets / Copies Needed:</th>
<th>Document Name:</th>
</tr>
</thead>
</table>

Job Type:

- [ ] Black & White
- [ ] Color
- [ ] Finishing only
- [ ] Scanning Only
  - [ ] Black & White
  - [ ] Color
  - Faxing: ___In ___Out

Requirements:

- [ ] Copy 1 Sided
- [ ] Copy 2 Sided
- [ ] Cardstock
- [ ] Color Paper
- [ ] Transparency
- [ ] Reduce
- [ ] Enlarge

Type of Stock:

- [ ] 8.5 x 11
- [ ] 8.5 x 14
- [ ] 11 x 17
- [ ] Yard Sign
- [ ] Poster
- [ ] Banner

Finishing

- [ ] 3 Hole Punch
- [ ] Coil Bind
- [ ] GBC Bind
- [ ] Unibind

Stapling

- [ ] Top Left Corner
- [ ] Saddle Stitch
- [ ] 2 Top or Bottom
- Other ________

Folding

- [ ] Letter Fold
- [ ] Half Fold

Lamination: [ ] ID Size

- [ ] 8.5 x 11
- [ ] 11 x17
- [ ] Other

Wide Format Lamination: ______________Per Sq. Foot

Wide Format Printing Size: ________________________________

How Many: _________

Special Instructions: _______________________________________

Total Charges: $__________ Down Payment: $__________ Total $__________

QC’D By: ____ Rec’d by Print Name: __________________________Signature______________________