

Operator Name: _____ **Date Received:** _____ **PSP#** _____ **Requisition#** _____

CUSTOMER INFORMATION: PLEASE PRINT							PS use ONLY
Print Description: <small>Example:(Card / Brochure / Envelop / RE#...)</small>						Date Due:	<input type="checkbox"/> Print Shop
Department:							<input type="checkbox"/> Outsource
Account #:							<input type="checkbox"/> P-Card
Alternate Account #:							(If funds are unavailable)
Contact for Billing:							Phone #:
Ordered By:							Phone #:
Deliver-Building & Room #:							

ORDER INFORMATION			
Total Number of Prints:		Print On	Paper Type
<input type="checkbox"/> B/W:		<input type="checkbox"/> 1 Side <input type="checkbox"/> 2 Side	<input type="checkbox"/> Text/Thin <input type="checkbox"/> Cover/Thick
<input type="checkbox"/> Color:		<input type="checkbox"/> 1 Side <input type="checkbox"/> 2 Side	
ADDITIONAL INSTRUCTIONS:			

FINISHING:	Notes:	Notes:
<input type="checkbox"/> Coil Bind:		<input type="checkbox"/> Cut Size:
<input type="checkbox"/> Covers:		<input type="checkbox"/> Fold:
<input type="checkbox"/> Inserts:		<input type="checkbox"/> Pad:
<input type="checkbox"/> 3 Hole Drill:		<input type="checkbox"/> Staple:
<input type="checkbox"/> Shrink Wrap:		<input type="checkbox"/> Other:

STATIONARY:	Qty	Qty	Qty	Qty	Qty	Qty	Notes:
<input type="checkbox"/> Business Card	250	500	750	1000	2500		
<input type="checkbox"/> Letterhead	500	1000	1500	2000	2500		
<input type="checkbox"/> Envelopes	500	1000	1500	2000	2500		
<input type="checkbox"/> Window Envelopes	500	1000	1500	2000	2500		

Title of Work:	Size	Qty	POSTER/BANNER/SIGN:	Add-On
				<input type="checkbox"/> Foam Board Mount <input type="checkbox"/> Grommet

EVENT SIGNAGE:	Directional Sign to Read	Yard Sign to Read	Location of Event
Start Date:			
Start Time:			
End Date:			
End Time:			

DELIVERY INFORMATION:		TOTAL \$ AMOUNT:	FOR ACCOUNTING USE ONLY
Received By:		\$	Initials: _____
Name Printed:			
Delivered by:	Date:		