



PRINTING REQUEST

Request a Quote
Estimated Cost:

NVC PRINTSHOP USE ONLY

DEPARTMENT

REQUESTED BY (FIRST & LAST NAME)

DATE NEEDED

ORDER NAME/DESCRIPTION

EMAIL

PHONE

BUDGET CODES (REQUIRED)

Fund - Act. - P.G. - Object - Budget Center

Budget Center Manager Name (Please Print)

COPYRIGHT CERTIFICATION - MANDATORY

I certify that this request is not in violation of copyright law.

Type Signature Here

Print Shop Object Codes

55891 = Marketing & Advertising – flyers, posters, mass mailing, brochures, ads,

54510 = Office Supplies – envelopes, stationary, business cards

54310 = Instructional Supplies – anything used in the classroom for instructional purposes for classes that DO NOT have a materials fee

54320 = Instructional Supplies Material Fees - anything used in the classroom for instructional purposes for classes that DO have a materials fee

SPECIAL INSTRUCTIONS (Notes/Details/Other)

NUMBER OF SHEETS

(Originals)(the number of sheets of paper in each set of the finished package)

NUMBER OF SETS/COPIES

(the number of finished copies of the original package)

PRINTING MODE

- 1 sided originals → 1 sided copies
- 1 sided originals → 2 sided copies
- 2 sided originals → 1 sided copies
- 2 sided originals → 2 sided copies

FINISH SIZE:

- 8.5 x 11
- 8.5 x 14
- 11 x 17

COLOR / B&W

- Color
- Black & White

PAPER TYPE:

Exactly as sample attached

NCR

- 2 Part
- 3 Part

ENVELOPES

- #10 Regular
- #10 LEFT Window
- _____

DELIVERY/PICKUP:

- Pickup at Printshop (4000)
- Delivery To Dept./Room# _____
- Delivery To Bldg. Mail Drops:
- LLRC/1700 UVC
- CJT/1000 PE/600
- HEOC/800 PAC/100

COLOR

White Pink

Blue Yellow

Buff Green

Goldenrod (20lb only)

WEIGHT

Card Stock 20lb

SPECIALTY

- Label (White)
- Tabs _____

BINDERY (Mark all that are applicable)

COLLATE

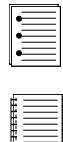


STACK

(NO COLLATING):
(with blank slip sheets)



3-HOLE PUNCH



COMB BIND

STAPLE:

- 1 staple upper left
- 2 staples on left margin
- Booklet: 2 staples along spine, Folded 1/2 (Saddle Stitch)

FOLD:

- 1/2 Fold
- Tri-Fold (Letter)

CUT:

- _____
- _____
- _____
- _____
- _____

PAD:

Total Number of Pads

Sheets per Pad

100 or _____

Finishing

- Shrink Wrap
- Laminating

Scan Job

Scan Included Documents

Desired File Format:

Scanned Document Destination