

Request Date: _____ Desired Completion Date: _____ Cost Center: _____

Requestor: _____ Phone: _____ Email: _____

POSTERS

Poster 1 Request

Title/Description _____

Size (W x H)	Paper Type	Mounting Options
22" x 28"	Semi-Gloss	None
24" x 36"	Canvas	Foam Core
36" x 48"	Vinyl Banner	Coroplast
Other _____	20# Bond	Gator Foam

Poster 2 Request

Title/Description _____

Size (W x H)	Paper Type	Mounting Options
22" x 28"	Semi-Gloss	Foam Core
24" x 36"	Canvas	Coroplast
36" x 48"	Vinyl Banner	Gator Foam
Other _____	20# Bond	

PRINT AND COPIES (UP TO 13" X 19")

Copies
Flyer/Poster
Brochure
Booklet/Book
Postcard
Business Cards

No. of originals _____

Quantity per original _____

Total quantity _____

Color _____ Single-sided
Black & White _____ Double-sided

Final trim size _____

Pages (for booklets) _____

File has bleed provided

File includes crop marks

Special Instructions

Collate

Staple

Three-hole punch

Additional notes

Paper Type

Cover _____

Text _____

Paper Color

White

Ivory

Other _____

Folding

Center fold

Letter fold

Accordion Z-fold

Double panel fold

Binding

Coil (black plastic)

Saddle Stitch

Binding Instructions

Clear Cover

Vinyl back black

Vinyl back green

Business Cards

Name _____

Title _____

Address lines:

1 _____

2 _____

3 _____

4 _____

Phone _____

Email _____

Templ 3



Templ 5



Other _____