



# PRINT REQUEST

(You May Use this Form to do Multiple Jobs that are Similar in Printing Description. Separate Job Titles with /. Jobs that are not similar will need separate Print Requests Filled Out)

State: \_\_\_\_\_ Federal: \_\_\_\_\_

Title of Printing: \_\_\_\_\_

Section Requesting Printing: \_\_\_\_\_

Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature /s/ (if required): \_\_\_\_\_

Date: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Number of Copies: \_\_\_\_\_

Printing Paper Size:

# \_\_\_\_\_ Size After Cut: \_\_\_\_\_ \ ther: \_\_\_\_\_

Type of Paper: \_\_\_\_\_ Other: \_\_\_\_\_

Black & White Printing: \_\_\_\_\_ Color Printing: \_\_\_\_\_

Collate:

Front Only: \_\_\_\_\_ Front and Back: \_\_\_\_\_

Staple:

Fold:

Tabbed:

Padding: \_\_\_\_\_ Sheets Per Pad: \_\_\_\_\_

Bindery: 3-Hole Punch  
Shrink Wrap  
Fast Back  
Coil

Special Instructions:

Prepare for State Board:

**Printing Services Only: Cost \_\_\_\_\_ Impressions \_\_\_\_\_**