

# MCS D Printing Request

## PLEASE TYPE OR PRINT

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

Department/School: \_\_\_\_\_

Deliver To: \_\_\_\_\_

Key \_\_\_\_\_ Object No. \_\_\_\_\_

Signature of Originator \_\_\_\_\_

Name of contact person \_\_\_\_\_ Telephone \_\_\_\_\_

Title of job to be printed \_\_\_\_\_

Number of Originals \_\_\_\_\_ Copies/Sets/Pads needed \_\_\_\_\_ Date needed \_\_\_\_\_ (Do Not Use ASAP)

FOR ACCOUNTING PURPOSES ONLY

**SAMPLE OF JOB TO BE PRINTED IS REQUIRED ON ALL JOBS**

**COMPLETE ALL SECTIONS BELOW THAT APPLY**

### PAPER SPECIFICATIONS

8 1/2 X 11     8 1/2 x 14     11 x 17     12 x 18

Bond    Wt. \_\_\_\_\_

White     Color(specify) \_\_\_\_\_

Cover (cardstock)    Wt. \_\_\_\_\_

White     Color (specify) \_\_\_\_\_

NCR (Carbonless - Circle # of Parts) 2 3 4 5 6

Business Cards

Envelope     Standard     Window

Letterhead     w/Envelope

Foldover     w/Envelope

Color     White     Ivory

Invitation     w/Envelope

Color     White     Ivory

Provide return address if to be printed:

Tabs

Banner     Poster

Paper: \_\_\_\_\_

Size: \_\_\_\_\_

Grommets     Hooks

### PRINTING INSTRUCTIONS

Print One Side     Print Two Sides     Print as is

Create New/Make Changes

Collate     Trim to size (specify) \_\_\_\_\_

Pad     Top     Left     Right

Hole Punch (Specify) \_\_\_\_\_

Fold \_\_\_\_\_

(Attach sample of fold)

Tape Bind     Spiral Bind     Perfect Bind

Staple    Side -     1 staple     2 staples

Saddle staple (Folded w/ 2 staples in middle)

Laminate

Other \_\_\_\_\_

### COLOR INK INSTRUCTIONS

Print cover only in color

Print pages with graphics/photos in color

Special color printing instructions \_\_\_\_\_

FOR PRINTING DEPARTMENT USE ONLY

Payment Method \_\_\_\_\_

Date \_\_\_\_\_

Your total cost \_\_\_\_\_