

University Printing Services Request

Batch #

Job No.

--	--	--

Name		Phone	E-mail @mnsu.edu	Today's Date
Department			Intracampus Mail Code	Due Date
Approval Signature	Delivery Instructions: <input type="checkbox"/> Campus Delivery <input type="checkbox"/> Office Support Services <input type="checkbox"/> Hold for Pick-up Special Delivery Instructions:			Acct. to be Charged <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>

Brief Description of Request (*ONE ITEM PER REQUEST FORM, PLEASE)

Would you like this original work request when job is complete? ☐ Yes ☐ NO

Number of Originals _____ **Number of Finished Copies** _____

☐ Graphics ☐ PDF proof ☐ Paper Proof ☐ Final PDF for Web ☐ PDF only (no printing)

Paper: Standard 20#: ☐ White
☐ Blue ☐ Buff ☐ Canary ☐ Goldenrod
☐ Gray ☐ Green ☐ Pink ☐ Salmon

Sheet Size

☐ 8 1/2 x 11 ☐ 11 x 17

☐ 8 1/2 x 14 ☐ Other Size

- ☐ **Letterhead** (1000 minimum)
- ☐ **Letterhead 2nd Sheet** (500 minimum)
- ☐ **Carbonless (NCR):** parts _____
- ☐ **80# Gloss Cover (white)**
- ☐ **80# Card Cover (white)**
- ☐ **80# Gloss Text (white)**
- ☐ **100# Matt Text (white)**
- ☐ **80# Uncoated Text (white)**
- ☐ **70# Uncoated Text (white)**
- ☐ **50# Uncoated Text (white)**
- ☐ **65# Astrobrite Cover:** Color _____
- ☐ **60# Astrobrite Text:** Color _____
- ☐ **Other Special Quality Paper:**

☐ Cut and/or Trim: _____

☐ 1 Sided ☐ 2 Sided

☐ Ink color(s): _____

☐ Varnish ☐ Overlaminating

☐ Collate

☐ Fold: ☐ 1/2 ☐ 1/3 ☐ 1/4 ☐ Other

☐ Staple: ☐ Side ☐ Saddle ☐ Corner

☐ Perforate ☐ Score ☐ Die-cut

☐ Punch: ☐ 1 Hole ☐ 2 Hole ☐ 3 Holes

☐ Pad Sheets per pad: _____

No. of finished pads:

☐ With backer card**Envelopes:**

☐ # 10 Letterhead Envelopes (1000 minimum)

☐ A-2 ☐ A-6 ☐ A-7 ☐ A-8 ☐ #6 3/4

☐ #9 ☐ #10 ☐ #10 Window ☐ #11

☐ Other _____

☐ Numbering start with # _____
Ink color: ☐ Red ☐ Black

☐ Coil Bind ☐ Comb Bind ☐ Perfect Bind

☐ Velobind: ☐ Black ☐ Blue ☐ Strip Only

☐ Laminate

SPECIAL INSTRUCTIONS

STATEMENTS FOR ALL PUBLICATIONS

The following statements are required on all publications printed or/and on the web.

A member of the Minnesota State Colleges and Universities System. Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University. This document is available in alternative format to individuals with disabilities by calling Department or Office Name at 507-389-____ (V), 800-627-3529 or 711 (MRS/TTY). OR Individuals with a disability who need a reasonable accommodation to participate in this event, please contact Department or Office Name at 507-389-____ (V), 800-627-3529 or 711 (MRS/TTY) at least ____ days prior to the event. This document is available in alternative format to individuals with disabilities by calling the above numbers.

FOR PRINTING SERVICES USE ONLY

☐ 80# Gloss Cover (19x25) ☐ 80# Cougar Opq Text (25x38)
☐ 80# Card Cover (25x38) ☐ 70# Husky Text (25x38)
☐ 80# Gloss Text (19x25) ☐ 50# Husky Text (25x38)
☐ 100# Matt Text (25x38)
☐ Other: include full description

☐ Other: include full description _____

FOR PRINTING SERVICES USE ONLY

Up _____ Press Size _____

Up _____ Press Size _____

Press Run	Fin. Copies
1	100
2	200
3	300
4	400
5	500
6	600
7	700
8	800
9	900
10	1000
11	1100
12	1200
13	1300
14	1400
15	1500
16	1600
17	1700
18	1800
19	1900
20	2000
21	2100
22	2200
23	2300
24	2400
25	2500
26	2600
27	2700
28	2800
29	2900
30	3000
31	3100
32	3200
33	3300
34	3400
35	3500
36	3600
37	3700
38	3800
39	3900
40	4000
41	4100
42	4200
43	4300
44	4400
45	4500
46	4600
47	4700
48	4800
49	4900
50	5000
51	5100
52	5200
53	5300
54	5400
55	5500
56	5600
57	5700
58	5800
59	5900
60	6000
61	6100
62	6200
63	6300
64	6400
65	6500
66	6600
67	6700
68	6800
69	6900
70	7000
71	7100
72	7200
73	7300
74	7400
75	7500
76	7600
77	7700
78	7800
79	7900
80	8000
81	8100
82	8200
83	8300
84	8400
85	8500
86	8600
87	8700
88	8800
89	8900
90	9000
91	9100
92	9200
93	9300
94	9400
95	9500
96	9600
97	9700
98	9800
99	9900
100	10000

PRINTING SERVICES ONLY

Operations	In	Out	Checked
Desk			
Graphics			
Plates			
Printing			
Bindery			

Completion Date

Group	Completion Rate (%)
Control	85
Intervention	90
Follow-up	88

[illegible]

File Name:

Template:

Printing Services

Graphics

**WARNING CONCERNING
COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

A photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses a photocopy or reproduction for the purpose in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order, if, in its judgement, fulfillment of the order would involve violation of the copyright law.