

PRINTING SERVICES STUDENT PRINT REQUEST

CASH OR CHECK ONLY

NAME _____

PHONE # _____

EMAIL: _____

DATE SUBMITTED _____

DATE NEEDED _____

FILE NAME (if multiple, make list on back) _____

#ORIGINALS _____

#COPIES _____

☐ ONE-SIDED _____

☐ TWO-SIDED _____

☐ BLACK _____

☐ COLOR _____

PAPER COLOR _____

☐ WHITE _____

☐ OTHER: _____

PAPER SIZE

☐ 8.5X11

☐ 11X17

☐ 12X18

☐ TRANSPARENCY ☐ BLACK ☐ COLOR

☐ FIT TO PRINTABLE AREA*

***COPIERS DO NOT PRINT TO THE EDGE! If you would like your file to print to the edge, please ask for it to be printed on larger paper or check box.**

PAPER TYPE

☐ 28# TEXT

☐ 32# GLOSS TEXT

☐ 80# TEXT

☐ 80# COVER

☐ 80# GLOSS COVER

☐ 10-pt gloss

☐ STICKER PAPER (8.5x11 ONLY): GLOSS

MATTE

12x18 ONLY

LARGE FORMAT PAPER TYPE

LARGE FORMAT ROLL SIZE:

17"

24"

36"

42"

LARGE FORMAT DOCUMENT SIZE: ____ x ____

☐ MATTE

☐ GLOSSY

☐ VINYL (UNAVAILABLE ON 42")

☐ 65# MATTE (CUT SHEET)

☐ 130# BOARD (CUT SHEET)

PLEASE CIRCLE SIZE:

16X20 – 20X26 – 26X40

PLEASE CIRCLE SIZE:

16X20 – 20X26 – 26X40

BIND: _____

☐ SPIRAL (COMB) _____

☐ COIL _____

☐ LAMINATE _____

CUT _____

☐ SIZE _____

☐ *TOTAL PIECES AFTER CUT: _____

☐ Please check if you are a Graphic Design Student

FILE PATH:

TOTAL COST=

REV. 1/14

