

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

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 _____

Additional notes

Templ 3



Templ 5



Other _____