

# Printing Requisition

Date Received

Public Information Use Only

Section 1 (This section is to be completed in full. Incomplete requisitions will be returned.)

Job Name _____	<input type="checkbox"/> Submit Quote (In order for us to meet deadline we are unable to submit quotes on rush jobs.)
Date Order is Needed _____	<input type="checkbox"/> Submit Proof
Requisition Due _____	<u>All</u> text and Information is <u>complete</u> and is accompanying this requisition in the following format:
Department _____	<input type="checkbox"/> 3.25 Diskette
Budget Number _____	<input type="checkbox"/> Text same as last year with several changes. Sample is attached.
<input type="checkbox"/> Art Only <input type="checkbox"/> Art and Printing (check one)	
Quantity Needed _____	

Section 2 (This section must be completed unless sample is supplied.)

Description:	<input type="checkbox"/> Program	<input type="checkbox"/> Flier	<input type="checkbox"/> Brochure	<input type="checkbox"/> Letterhead	<input type="checkbox"/> Business Card	<input type="checkbox"/> Invitation	
	<input type="checkbox"/> Other _____						
Size _____	<input type="checkbox"/> Ink Colors						
Number of Folds _____	<input type="checkbox"/> Paper Color						
<input type="checkbox"/> Forms	<input type="checkbox"/> NCR	Number of Parts _____	<input type="checkbox"/> Stubs	<input type="checkbox"/> Padded	<input type="checkbox"/> Continuous	<input type="checkbox"/> Special _____	
<input type="checkbox"/> Envelopes	<input type="checkbox"/> Printed Return Address	<input type="checkbox"/> Printed of Flap	<input type="checkbox"/> Printed on Face				
Address _____							
<input type="checkbox"/> Reply Envelopes Address _____							
<input type="checkbox"/> Business Reply Address _____							
<input type="checkbox"/> Books	<input type="checkbox"/> Self Mailing	Return Address _____					
Binding	<input type="checkbox"/> GBC	<input type="checkbox"/> Wire Comb	<input type="checkbox"/> Perfect	<input type="checkbox"/> Spiral	<input type="checkbox"/> Padded	<input type="checkbox"/> Saddle Stich	<input type="checkbox"/> Other
Cover Instructions: _____							
<input type="checkbox"/> Sign Size _____							

Section 3 (Requisition must by signed by a Vice President or an Associate Vice President.)

Additional Information: \_\_\_\_\_

Continued on Back

Signature \_\_\_\_\_ Date \_\_\_\_\_