

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=