# JOB REQUEST FORM

## Name______________________________________________________

## Department _________________________________________________

## Phone ________________ FAX _____________   PO Box____________

## BILLING INFORMATION:

- SPEED CHART OR GRANT # _____________________________
- FOUNDATION ACCT #______________________________________
- APPROVED BY _____________________________________________

## JOB NUMBER__________________________

## Date In_________________  Date Due_________________

## Received By ____________  Compl By_________________

## Pick Up  Call when Ready (Called on:_________at:________)

## Deliver to: _______________________________________________

## Building ______________________________  Room ________________

## TYPESET  PRINT

- Front
- Front & Back
- BLACK INK or  COLOR COPIES
- CUT/TRIM TO_______

## PUNCH ____ holes

## STAPLE ____ per pad

## PAD ____

## FOLD  ________

## LAMINATE

## SHRINK WRAP

## MACHINE BIND

## PLASTIC BIND

## WIRE BIND

## SPRAY MOUNT

## SHIPPING:

- UPS
- FEDEX
- OTHER

## POSTAGE: Metered: _______________ # of Pieces    Bulk:____________  # of Pieces      STAMPS:________________# of  Stamps:

## REGULAR COPIES

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION (flyer, memo, booklet, etc.)</th>
<th># Pages</th>
<th>PAPER (Color and Weight)</th>
<th>Size</th>
</tr>
</thead>
<tbody>
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## POSTERS/BANNERS

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## BINDERY

- Staple
- Cut/Trim/Drill
- Fold
- Pad
- Handgather
- Plastic Binding
- Machine Binding
- Wire Binding

## LIBRARY BINDING

- Machine Binding
- Wire Binding

## TOTAL . . . . . . . . . . . .  $ ______

## FOR BOOKLETS ONLY:

- Color of Cover ________________________________
- Print Cover: □Front only   □Front & Back

## TOTAL . . . . . . . . . . . .  $ ______

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## TOTAL . . . . . . . . . . . .  $ ______

## TOTAL . . . . . . . . . . . .  $ ______

## SPECIAL INSTRUCTIONS:

___________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________

FOR BOOKLETS ONLY: Color of Cover ________________________________ Print Cover: □Front only □Front & Back

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<tr>
<th>QUANTITY</th>
<th>REGULAR COPIES</th>
<th>POSTERS/BANNERS</th>
<th>BINDERY</th>
<th>21 COPIES</th>
<th>22 CLASSNOTES</th>
<th>23 POSTERS</th>
<th>24 SUPPLIES</th>
<th>25 LIBRARY BINDING</th>
<th>29 METERED</th>
<th>31BINDERY</th>
<th>32 BROKERED</th>
<th>33 SHIPPING</th>
<th>34 COLOR COPIES</th>
<th>35 STAMPS</th>
<th>36 MONEY ORDERS</th>
<th>37 RENTAL MAIL BX</th>
<th>38 BILLS</th>
<th>39 OTHER</th>
<th>40 MISC INCOME</th>
<th>sub total</th>
<th>tax</th>
<th>TOTAL</th>
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