

# JOB REQUEST FORM GUSTAVUS PRINT SERVICES



PLEASE FILL OUT COMPLETELY. Job request may be delayed if information is incomplete.

Name \_\_\_\_\_

Bill To \_\_\_\_\_

Please Write Department, Business, Nine-Line, or Campus ID # to be Billed

will pay cash

Today's Date \_\_\_\_\_ Date & Time Needed \_\_\_\_\_

Job Description \_\_\_\_\_

B/W Copy     Color Copy     Transparency     b/w     color

Blank Stock # of Sheets \_\_\_\_\_ # of Reams \_\_\_\_\_ (specify type & color below)

# of Originals \_\_\_\_\_ # of Copies \_\_\_\_\_ # of cut pieces \_\_\_\_\_

**Paper Size:**  8½ x 11     8½ x 14     11 x 17     12 x 18

Cut to size \_\_\_\_\_ x \_\_\_\_\_

**Paper Stock:**  White     Exact/ Domtar     Hots/Astrobrights

Royal Fiber     Skytone/Astroparche

Other \_\_\_\_\_

Color of Paper: \_\_\_\_\_

Color of Paper: \_\_\_\_\_

**Paper Weight:**  Text     Card/Cover     Other \_\_\_\_\_

**Print:**  One Side     Back/Back

# up on page  2     3     4     Other \_\_\_\_\_

**Bindery:**  Staple     Upper Left     Saddle/Booklet     Other \_\_\_\_\_

Pad—sheets per pad \_\_\_\_\_ # of pads \_\_\_\_\_  NCR in sets

\_\_\_\_\_-Hole Punch     Comb Bind     Spiral Bind

**Folding:**  Letter Fold In     Letter Fold Out     Z     Half

Quarter (mailing)     Other \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Call x \_\_\_\_\_  Will Pick Up     To Mailroom

Deliver to Dept. \_\_\_\_\_

(Delivery will be made by 4 p.m. on the date needed)

Comp. & Bindery Charges

**Total Amount Billed**

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**FOR INTERNAL USE ONLY**

took order \_\_\_\_\_ pulled stock \_\_\_\_\_ prep \_\_\_\_\_ copy \_\_\_\_\_ cut \_\_\_\_\_

fold \_\_\_\_\_ collate \_\_\_\_\_ BDF \_\_\_\_\_ coil/comb \_\_\_\_\_ called \_\_\_\_\_ QC \_\_\_\_\_