

# Samford University Print Shop

## - WORK REQUEST FORM -

Today's date \_\_\_\_\_ Date & time needed \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_

Contact person \_\_\_\_\_ Email \_\_\_\_\_

Index Code \_\_\_\_\_ Plus Account # \_\_\_\_\_

### Photocopying

# OF ORIGINALS _____ # OF COPIES _____	<b>DESCRIPTION OF ORIGINALS</b> (check all that apply) 1-sided      2-sided      Color 1-up          2-up          3-up          4-up
---	---

### Printing

**DESCRIPTION** (check one)

Business cards      Letterhead      Envelopes      Other \_\_\_\_\_      Quantity \_\_\_\_\_

### Finishing

**DESCRIPTION OF COPIES** (check all that apply)

1-sided      Laminated 2-sided      Color Collated      3-hole drilled Uncollated      Cut _____ Tabbing Other _____	<u>Paper</u> (color & weight) _____ <u>Fold</u> 1/3 (letter)      1/2      Other _____ <u>Bind</u> Coil      Steel Spine      Steel Crystal Other _____ Staple: Regular      Book      Landscape Saddle stitch (booklet form) <u>Pads</u> _____ x _____      Size _____ # of pads    # of pgs
---	--

### Special Instructions

---



---



---



---



---



---