

# PRINTING REQUEST FORM

**PLEASE PRINT OR TYPE REQUEST FOR PRINTING SERVICES**

Pick-up  Delivery Request Date \_\_\_\_ / \_\_\_\_ / 2026 Finish Date \_\_\_\_ / \_\_\_\_ / 2026

## Contact Information

<b>Contact Name</b>	_____	<b>Department</b>	_____
<b>Phone #</b>	_____	<b>Email</b>	_____

This area is required for color Printing and/or design request.

**Workday / U Source** \_\_\_\_\_

**Account #** 080401 (Printing / Reproduction)

**Signature and Date:** \_\_\_\_\_ / \_\_\_\_ / 2025

(Signature required prior to the start of work. Signing indicates approval of the designated budget expenditure and agreement to the Terms and Conditions.)

**Job Type** \_\_\_\_\_

**Other** \_\_\_\_\_

## PRINTING INSTRUCTIONS

### NUMBER OF ORIGINALS ATTACHED

1 sheet of paper = 1 original (Does not apply to electronic files)

### NUMBER OF COPIES NEEDED

If padded, number of pads

Black Print  Color Print

**PAPER:** Size \_\_\_\_\_

Gloss Weight \_\_\_\_\_

Matte

**COPY MODE:**  1-sided originals → 1-sided copies  
 1-sided originals → 2-sided copies  
 2-sided originals → 2-sided copies  
 2-sided originals → 1-sided copies  
(Check only ONE)

## SPECIAL INSTRUCTIONS

## FINISHING INSTRUCTIONS

(SORTED)

(GROUPED)

### COLLATE

Yes



No



HALF FOLD



TRI-FOLD



### OTHER FOLD

Attach Sample

TRIM TO \_\_\_\_\_

Attach Sample (size)

HOLE PUNCH



Other

Attach Sample

STAPLE



(Fold & Staple)

PAD

100

50

Other \_\_\_\_\_

Top

Left

Other \_\_\_\_\_

BOOK BIND

20 sheet minimum  
Some Restrictions Apply



OTHER BINDERY (Describe)

\_\_\_\_\_

## DISCLAIMER

When delivering or picking up your order, it is your responsibility to make sure that it is accurate. If there is an error on your part, you will be required to resubmit the job for reprinting at your own or your department's expense. Your signature for confirmation of DELIVERY OR PICK-UP verifies that you have checked your work thoroughly.

**ALL MATERIALS MUST BE ACCOMPANIED BY A REQUEST FOR PRINTING AND DESIGN FORM.**  
 FORMS ARE AVAILABLE ON THE K DRIVE:\FORMS (CAMPUS-WIDE)\MAIL AND PRINT SERVICES FORMS AND WEB SITE.

Signature \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_ / 2026

