

Do Not Write In Shaded Areas

**Print Shop Requisition Form
F.B.I.S.D.**

281-634-1816

Budget Code:	Budget Mgr. Authorization:
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Date Submitted:	Submitted By:	Extension #:	Campus & Department:
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Date Needed:	Title or Name of Original:	
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Total Quantity:	Circle One:	Set(s)	Sheet(s)	# of Single-Sided Pages:	# of Double-Sided Pages:
		Pad(s)	Box(es)		
		Pkg(s)	Booklets		

Press	Date	Date Shipped	# of Bx(es)	Metal Plates	
			# of Pkg(s)		

PAPER SPECIFICATIONS	PAPER SIZE	PAPER COLOR	TYPE of PAPER	NCR PAPER	BINDERY	
	<input type="checkbox"/> 8 1/2 X 11 <input type="checkbox"/> 8 1/2 X 14 <input type="checkbox"/> 11 X 17	<input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Canary Yellow <input type="checkbox"/> Pink <input type="checkbox"/> Green <input type="checkbox"/> Bright Yellow <input type="checkbox"/> Red <input type="checkbox"/> Orange <input type="checkbox"/> Golden Rod <input type="checkbox"/> Other: _____	<input type="checkbox"/> Bond <input type="checkbox"/> Cardstock <input type="checkbox"/> Index <input type="checkbox"/> Envelopes <input type="checkbox"/> Letterhead <input type="checkbox"/> Other _____	<input type="checkbox"/> 2-part <input type="checkbox"/> 3-part <input type="checkbox"/> 4-part <input type="checkbox"/> 5-part	CUT <input type="checkbox"/> 1/2 sheet 5 1/2 X 8 1/2 <input type="checkbox"/> 1/4 sheet 4 1/4 X 5 1/2 <input type="checkbox"/> Other _____	

INK	<input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Other _____
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IMP. COST:	
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FINISHING	FOLD	HOLES:	STAPLING	TAPE BINDING	GBC BINDING	PADDING
	<input type="checkbox"/> 1/2 <input type="checkbox"/> 1/4 <input type="checkbox"/> tri-fold <input type="checkbox"/> Collate	<input type="checkbox"/> 3 holes on left <input type="checkbox"/> 2 holes on top	<input type="checkbox"/> Corner Stitch <input type="checkbox"/> Side <input type="checkbox"/> Saddle	<input type="checkbox"/> Black <input type="checkbox"/> Blue	<input type="checkbox"/> Side <input type="checkbox"/> Top Color <input type="checkbox"/> Black <input type="checkbox"/> Clear	<input type="checkbox"/> Side <input type="checkbox"/> Top # of sheets per pad:

Distribution of printed materials: <input type="checkbox"/> Return Entire Project to Originator <input type="checkbox"/> Will Pick Up <input type="checkbox"/> Disperse Project to Others (Specify):

Other:	SW Pkgs.
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Special Instructions:	TOTAL:
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- DIRECTIONS:**
1. Submit separate requisition for each job.
 2. Attach a sample of each job, if possible.
 3. All originals (except color copies projects) should be in black on white paper.
 4. Copyrighted material will not be reproduced without legal permission.
 5. Originator keeps goldenrod copy. All other parts (white, yellow & pink) must go to the Print Shop with originals.