



**Central California
Conference**

Office of Communication

PRINT SHOP

Request Form

Is this material in compliance with current copyright laws? **YES NO**

The Office of Communication reserves the right to refuse to accept a service request if, in its judgement, fulfillment of the request would violate any part of United States copyright law (title 17, United States code)

Date Requested _____ Date Due _____

Department _____ GL # _____

Name of Job _____

Authorized By _____

No. of Originals _____

Email

Hard Copy

No. of Finished Copies _____

Disk

Other _____

PAPER

SIZE 8.5 x 11 8.5 x 14 11 x 17 5.5 x 8.5 (Bulletin Insert) Other _____

COLOR White Other _____

Cardstock

Glossy

NCR 2-Part 3-Part 4-Part

Must order NCR paper by the ream

Special Stock _____

BINDERY INSTRUCTIONS (Check all that apply)

Single-Sided

Fold

Booklet (Check all that apply)

Back-to-Back

1/2

Staple

Collate

Z

Coil

Staple

Hole Punch

Clear Cover

Hard Back

Corner

3-Hole

Pad

2 at left

2-Hole

Other _____

2 at top

Multi

OTHER REQUESTS/NOTES/INSTRUCTIONS

Customer Proof Approval and Authorization to Print _____ (Initial)

*Please note: Due to the workload of the Print Shop, rushed print requests or jobs requiring multiple proofs and corrections beyond the initial 1st proof, corrections and final proof, **MAY** incur additional charges.*

OFFICE USE ONLY

PROOFS 1 2 3 4 5

Paper _____

Printing _____

Proofs _____

Bindery _____

Mailing _____

Other _____

TOTAL _____