



# PRINT REQUEST FORM

695 Dryden Rd., Ithaca, NY 14850  
 607.255.2524 • Fax: 5-4319 • www.cbsds.cornell.edu  
 Date: \_\_\_\_\_

## CUSTOMER INFORMATION (\* required fields):

\* **Contact:** \_\_\_\_\_  
 \* **Department:** \_\_\_\_\_  
 \* **Email:** \_\_\_\_\_  
 \* **Phone:** \_\_\_\_\_  
 \* **Fax:** \_\_\_\_\_  
 \* **Contact Address:** \_\_\_\_\_  
 \_\_\_\_\_

\* **Shipping Address** (if different): \_\_\_\_\_  
 \_\_\_\_\_  
 \* **Type of Account** (please choose one)  
 Department Account number  
 Purchasing Card number  
 Credit Card number  
 \* **Account Number:** \_\_\_\_\_  
 \* **Expiration Date** (if P Card or Credit): \_\_\_\_\_

## JOB DESCRIPTION:

**Job Name:** \_\_\_\_\_  
**Requested Due Date:** \_\_\_\_\_

**Quantity:** \_\_\_\_\_  
**Proof Required:**  YES  NO

## PRODUCTION DETAILS:

**Job Type:**  Black & White  Color  
**Number of Originals:** \_\_\_\_\_  
**End Product:**  Newsletter  Letter  Booklet  Brochure  Flyer  Invitation  Postcard  
 Other \_\_\_\_\_  
**Finished Size:**  Letter (8 1/2" x 11")  Legal (8 1/2" x 14")  Tabloid (11" x 17")  Booklet (8 1/2" x 11")  
 Booklet (5 1/2" x 8 1/2")  6" x 9"  4" x 6"  3" x 5"  Flat: \_\_\_\_\_ Folded: \_\_\_\_\_  
**Stock:**  20# text  60# text  70# text  65# card  110# index  Other: \_\_\_\_\_  
**Color:** \_\_\_\_\_ **Collation:**  YES  NO  
**Plex Mode:**  Simplex (1-sided)  Duplex (2-sided) \_\_\_\_\_ **Orientation:**  Landscape (horizontal)  Portrait (vertical)  
**Binding:**  N/A  Coil (plastic) up to 7/8"  Coil (plastic) up to 1"-2"  Comb (plastic) up to 7/8"  
 Comb (plastic) up to 1"-2"  Tape  Velo (plastic strip on side)  Perfect bind up to 1" (phone book style)  
 Perfect bind 1" and above (phone book style)  Saddle Stitch (magazine style)  
**Folding:**  Trifold  Half fold  Self mailer fold  Window envelope fold  Z fold  Half fold and half fold again  
**Text:**  Head in  Head out

**3 Hole Punch:**  YES  NO    **Stapling:**  N/A  Corner top left  2 stapled on side  
**Perforating/Scoring:**  YES  NO    **Shrink Wrap:**  YES  NO    **Stapling:**  YES  NO  
**Special Instructions:** \_\_\_\_\_  
 \_\_\_\_\_

OFFICE USE ONLY
DPS
charges:
Computer/
Design:
Bindery: