

**Note: This form will not work in the Chrome browser.**

# Printing Request Form

Please ensure that the following form is filled out to completion, then click "Submit" at the bottom of the page to send the form electronically.

A. Job Title/Description:  Date:   
Office:  Acct. No.:   
Authorizing Person :  Phone:   
Email:

B. Due Date:  Quantity:   
# of Originals: Text: ☐ Run One Side # of Originals: Cover: ☐ Run One Side  
Text:  ☐ Run back to back Cover:  ☐ Run back to back  
**PLEASE CHECK:** ☐ Black & White Copies ☒ Color Copies ☐ Transparencies  
☒ Large format prints (#46 bond) ☐ Large format prints (photo satin) ☐ Large format prints (scrim vinyl)

## STOCK Text-20# Bond

<input type="radio"/> 8 1/2 x 11	<input type="checkbox"/> Goldenrod	<input type="checkbox"/> 60# White Offset Text	<b>BRIGHTS:</b> <input type="checkbox"/> Pink <input type="checkbox"/> Green <input type="checkbox"/> Orange
<input type="checkbox"/> White	<input type="checkbox"/> Blue	<input type="checkbox"/> 70# Natural	
<input type="checkbox"/> Pink	<input type="checkbox"/> Green	<input type="checkbox"/> 28# Photo White	
<input type="checkbox"/> Canary	<input type="checkbox"/> Cream	<input type="checkbox"/> 28# 11 X 17 Photo White	<input type="checkbox"/> University Letterhead
<input type="radio"/> 11 x 17 60# White offset text			<input type="checkbox"/> University 2nd Sheet
<input type="radio"/> 11 x 17 70# Natural offset text		<input type="checkbox"/> Customer supplied (confirm with DPS prior to submitting stock to be run)	

## Cover-65#

<input type="radio"/> 8 1/2 x 11	<input type="checkbox"/> White	<input type="checkbox"/> Goldenrod	<input type="checkbox"/> Natural
<input type="radio"/> 8 1/2 x 14	<input type="checkbox"/> Green	<input type="checkbox"/> Canary	<input type="checkbox"/> 80-100# White
<input type="radio"/> 11 x 17	<input type="checkbox"/> Salmon	<input type="checkbox"/> Pink	
	<input type="checkbox"/> Blue	<input type="checkbox"/> Cream	
	<input type="checkbox"/> Grey	<input type="checkbox"/> Customer supplied (confirm with DPS prior to submitting stock to be run)	

## BINDERY:

☐ Collate Fold: ☐ letterfold ☐ in-half ☐ Enlargement  
☐ Laminate Staple: ☐ corner ☐ side ☐ saddle ☐ Reduction  
Trim: size  Drill  Percentage   
☐ Grommets  
☐ Comb bind (black combs only, unless other color supplied by customer)  
Pad-No. of sheets per: ☐ 25 ☐ 50 ☐ 100 ☐ 200  
☐ with chipboard ☐ without chipboard

**\*NEW!** Carbonless (NCR) stock ☐ 2-part form ☐ 3-part form ☐ 4-part form

**\*NEW!**

Comments  
or Other  
Information

C. ☒ Will pick up ☐ Please deliver to:


D. ☐ Will hand in hard copy ☒ Will e-mail PDF file to printingservices@depauw.edu  
☐ Will put on U: drive titled:

☐ Please return art with printed samples to Publication Office. (Administrative Use Only)

Submit

\*Submitting this form will also email [DePauw Printing Services](#) about your job request.

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