UNIVERSITY Printing & Graphics

SAMPLE

2612 East Tenth Street, Harris Building • 252-737-1301
Rapid Copy: Central (Harris Bldg.) • 252-737-1301
Brody (GE-101 Brody Bldg.) • 252-744-2261
Joyner (B300 Joyner Library) • 252-328-0458

Job #: _____ Cost Center: ☐ UP&G ☐ RC/Central ☐ RC/Brody ☐ RC/Joyner

Due Date: _____
☐ NLT ☐ Rush ☐ Flexible
File Code: _____ DIS: _____

FOR USE BY UNIV. PRINTING & GRAPHICS ONLY

REQUISITION FOR PRINTING & COPYING SERVICES

Req. No. **53518**

CUSTOMER INFORMATION *(Required)*

CUSTOMER MUST COMPLETE THIS SECTION

Department **Business Services Marketing**   For proofing, contact **A. Sierant**   Today's Date **3/10/07**

Ph **737-1311**   Fax **737-1325**   E-mail *proofs* to **sieranta@ecu.edu**   *or* Deliver *proofs* to _____
E-MAIL ADDRESS   ROOM NUMBER   BUILDING NAME

Billing Acct # _____
FUND — ORGANIZATION — ACCOUNT — PROGRAM — ACTIVITY

Please indicate funding source
☐ State Funds ☑ Nonstate Funds
PLEASE CHECK ONE

Authorized by **Leslie Craigle**
SIGNATURE(S) REQUIRED

Deliver *completed order* to **Rm 119**   **Harris Bldg**   *or* ☐ Phone for customer pick up _____
ROOM NUMBER   BUILDING NAME

BASIC JOB INFORMATION *(Required)*   ONLY ONE ITEM IS ALLOWED PER REQUISITION

Job Description **Graduation Expo Posters**

Copies **250**   # Pages **250**   Size **8½ x 11**   ☐ then folds to _____

Paper to be used _____

Finish _____ Color _____ Weight **20 lb.**   Ink Color(s) **Black**

Add'l Paper to be used _____

Finish _____ Color _____ Weight _____

Date your completed order is needed:
3/27/07
NO ASAP, PLEASE
☑ Date is flexible   ☐ Date is critical

Please check ONE in each column.
☑ New item   ☐ Front only
☐ Exact Reprint   ☐ Front/back
☐ Reprint w/changes   ☐ Flap only

Also check below as appropriate:

BINDERY / FINISHING SERVICES
☐ FOLD
☐ PERF/SCORE
☐ COLLATE
☐ STAPLE: ___1s ___2s ___3s
☐ BIND: ___GBC ___Coil ___Tape ___Perfect
☐ DRILL: ___ holes/ ___ size/ ___ position
☐ NUMBER: begin# _____ / end# _____
☐ PAD: ___ sheets/pad = ___ total pads
☐ CUT/TRIM to yield _____
☐ LAMINATE: ___Trimmed ___Untrimmed
☐ DOWNLOAD TO ___RCC ___RCB ___SPLASH

LABELING / MAILING SERVICES
☐ MAIL: requested date _____
☐ LABEL (direct impression): ___ digital file(s) provided
☐ POSTAL SOFT
☐ TAB: ___White ___Clear ___Other _____
☐ STUFF ENVELOPES
☐ POSTAGE

QUALITY CONTROL TRACKING
Performed By   Date Completed:
☐ Order Entry   _____   _____
☐ Design & Imaging Srvcs.   _____   _____
☐ Lithography   _____   _____
☐ Press ☐ Copy Ctr.   _____   _____
☐ Cut/Trim   _____   _____
☐ Bindery/Finishing   _____   _____
☐ Mailing Srvcs.   _____   _____
☐ Delivery   _____   _____
☐ Customer Called   _____   _____
☐ Job Reconciliation   _____   _____

THIS BLOCK FOR UP&G USE ONLY   DO NOT WRITE IN THIS SPACE

For Use By University Printing & Graphics ONLY. DO NOT WRITE IN THIS SPACE.

Detail of Services Required	Total Units	Unit Price	Amount

Printing/Copying Breakdown Specifics	Quantity Ordered	Final Sheet Count	Sides	Sheet Size (8.5 x 11, etc.)	Paper (Weight/Color/Finish)	Unit Price	Amount

Remarks/Special Instructions:

File name: **Expo2007.indd**

Job Total: $ _____