### REQUEST FOR PRINTING, COPYING & MAILING SERVICES

**Reg. No.:** 78767

#### CUSTOMER INFORMATION (Required)

- **Department:** University Printing & Graphics
- **Fax:** 737-1315
- **E-mail proofs to:** miller@ecu.edu
- **Ph.:** 737-1315
- **Deliver proofs to:**
- **Billings Acct #:** 6 digits 6 digits 73481 0000 optional
- **Authorized by:** Earlene Mills
- **Today’s Date:** 1/24/21
- **Room Number:** Building Name
- **Phone for customer pick up:**

#### BASIC JOB INFORMATION (Required)

- **Job Description:** Recognition Program
- **# Copies:** 100
- **# Pages:** 8
- **Size:** 11x8½
- **Finish:**
- **Color:** natural
- **Weight:**
- **Ink Color(s):** black
- **Add'l Paper to be used:**
- **Finish:**
- **Color:**
- **Weight:**

- **Date your completed order is needed:** 2/10/24
- **Date is critical:**

- **FOLD:** Tri Fold  Z-Fold DM Parallel Roll
- **PERF:**
- **SCORE:**
- **DIE CUTTING:**
- **HAND PUNCH:**
- **COLLATE:**
- **STAPLE:**
- **BIND:** GBC
- **Tape:** Perfect
- **DRILL:** holes size/ position
- **NUMBER:** beginning end
- **PAD:** sheets/pad = total pads
- **CUT/TRIM TO:** yield
- **LAMINATE:** Trimmed Untrimmed Pouch
- **DOWNLOAD TO:** RC/Black RC/Color

#### LABELING / MAILING SERVICES

- **MAIL:** Requested mail drop date
- **LABEL:** direct impression
- **POSTAL SOFT:**
- **TAB:** White Clear Other
- **STUFF ENVELOPES:** by Machine by Hand
- **SEAL ENVELOPES:** by Machine by Hand
- **HAND MATCHING:** (multi items with names appearing on multiple pieces)

#### QUALITY CONTROL TRACKING

- **Order Entry:**
- **Design & Imaging Srvcs:**
- **Pre-Press:**
- **Press:** Rapid Copy
- **Cut/Trim:**
- **Bindery/Finishing:**
- **Mailing Services:**
- **Delivery:**
- **Customer Called:**
- **Job Reconciliation:**

#### DISTRIBUTION KEY:

- **Wholesale:**
- **University Printing, Graphics & Mail Services:**
- **PAK:**
- **Packing Slips:**
- **Receiving Dept.:**

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**This section is used by University Printing, Graphics and Mail Services ONLY. PLEASE DO NOT WRITE IN THIS SPACE.**

### THIS BLOCK FOR INTERNAL OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Detail of Services Required</th>
<th>Total Units</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
</table>

**Remarks/Special Instructions:**

- **file name:** Recogn.Prog
- **emailed to:** upg@ecu.edu

**Job Total:** $