REQUISITION FOR PRINTING & COPYING SERVICES

Req. No. 53513

CUSTOMER INFORMATION (Required)

Department: Business Services Marketing
For proofing, contact: A. Sierant
Today's Date: 3/16/17
Ph: 737-1311 Fax: 737-1325 E-mail proofs to: sieranta@ecu.edu or Deliver proofs to:

Authorized by: Leslie Chang

Deliver completed order to: Rm 119 Harris Bldg or Phone for customer pick up:

BASIC JOB INFORMATION (Required)

Job Description: Graduation Expo Posters

# Copies: 250 # Pages: 250 Size: 8.5" 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:

CUSTOMER MUST COMPLETE THIS SECTION

Date your completed order is needed: 3/27/18

Only one item is allowed per requisition

NO ASAP, PLEASE

Date is flexible

Customer may pick up

Please check ONE in each column.

BINDERY / FINISHING SERVICES

☐ FOLD

☐ PERF/SCORE

☐ COLLATE

☐ STAPLE: 1s 2s 3s

☐ BIND: GBC Coil 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 Cr.

☐ Cut/Trim

☐ Bindery/Finishing

☐ Mailing Srvcs.

☐ Delivery

☐ Customer Called

☐ Job Reconciliation

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

Remarks/Special Instructions:

File name: EXPD2017.indd

Job Total: $