



Job Description: _____ Requester: _____

Department: _____ Account#: _____ Date In: _____ Date Needed: _____ Time Needed: _____

Phone#: _____ Fax#: _____ Authorized Signature: _____ Delivery Location: _____

LETTERHEAD

Paper Stock 70lbs Cougar
 Other

Paper Color White
 Other

Ink Color Black & Bright Gold
 Other

Quantity (boxes) _____
500 per box

Sample Provided Yes No

ENVELOPES

10 Regular #10 Window
 # 9 Regular Left Right

Paper Stock _____

9x12 Catalog Booklet
10x13 Catalog Booklet
Other: _____

Ink Color Black & Bright Gold
 Other

Quantity (boxes) _____
500 per box

Sample Provided Yes No

BUSINESS CARDS

Standard:
 130# White Smooth
Ink Color Black & Bright Gold
 Ignite back (restricted)
 Health back (restricted)
 Police back (restricted)

Athletics:
 Black + Gold Ink
 White + B&G Ink
 Other _____

Quantity (boxes) _____ (500 per box)

COPYING

Paper Color _____
Paper weight/type _____

Ink B/W Color
Number of Originals _____
Number of Copies _____
Total Impressions _____

Paper Size: 8 1/2x11 8 1/2x14 11x17 12x18
Page Format: Single Side Double Side Collate Staple

MEMO PADS

Size 4 1/4 x 5 1/2 5 1/2 x 8 1/2

Paper Color:
 White w/ Black & Bright Gold logo

Quantity (pads) _____

CARBONLESS FORMS

Quantity _____
Size _____ Side(s) _____
of Parts _____ Ink _____
Sample Provided Yes No
(minimum 100 sets)

POSTER/BANNER

Paper Stock _____
Quantity _____
Size _____ x _____
Ink Color B/W
Grommets _____

Originals:
 USB Hard Copy CD
 E-mailed to printing@ucf.edu

POST-IT NOTES*

Paper Color:
 White Canary

Size: 2x3 4x6 4x3 3x3

*Please allow for extra delivery time

FLYERS

Paper: _____
Size _____
Quantity _____

PUBLICATIONS/BROCHURES

Paper Stock _____
Quantity _____
Size _____ Side(s) _____

Finishing: Fold to: _____ Cut to: _____ Other _____
Binding: Saddle Stitch Spiral GBC

Finishing: 3-Hole Drill Cut to: _____ Fold to: _____ Other _____
Binding: GBC Spiral Tape Saddle Stitch

Covers:
 Clear covers and Black backs
 Other _____

LAMINATING

Quantity _____
Mil _____
 Flush Encapsulated

DISTRIBUTION

D&D A&P OPS
 USPS Faculty All

Balance Due \$ _____