

Printing Job Request Form

Requestor Information:

- **Name:** _____ **Lehman Email:** _____
- **Department Description:** _____ **CUNYfirst#** _____
- **Work Phone:** _____

Job Details: (Standard) Print Jobs

- **Order/Document Description:** _____
- **Number of Copies:** _____
- **Paper Size:** Letter (8.5"x11") Legal (8.5"x14") Other: _____
- **Color:** Black & White Color
- **Single or Double-Sided:** Single Double
- **Stapling:** Yes No
- **Hole Punching:** Yes No
- **Booklet:** Glossy Regular Matte Cover Size _____ Quantity _____
- **Binding:** None Spiral Saddle Stitching: Other: _____
- **Poster:** Foam Board (\$15.00 charge) Size _____ Quantity _____
- **Business Card:** 100 500 1000
- **Brochure:** Glossy Regular Matte Card Stock Quantity _____
- **Flyer:** Glossy Regular Matte Card Stock Size _____ Quantity _____
- **Postcards:** Size _____ Quantity _____
- **Exam Booklets:** Quantity _____ (Free of charge)

Funding/Payment Source:

- **Billing/payment Type:** Tax Levy Non-Tax Levy (NTL) Not Applicable
 NTL: Association Auxiliary PAC Art Gallery RF Account # _____
- **CUNYfirst Department Number** _____ **Program#** _____

Delivery & Deadline:

- **Requested Completion Date:** _____
- **Delivery Method:** Pick Up Only

Additional Instructions: _____

To be completed by Print Shop staff only

Charge department? <input type="checkbox"/> Yes <input type="checkbox"/> No Total Cost: _____	Invoice Number: _____ Signature: _____
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