



Printing Request Form

THIS AREA FOR PRINT SHOP USE ONLY

Date: _____

Date Required: _____

1. DESCRIPTION OF ITEM REQUESTED: (attach sample) _____

2. PRINTING INSTRUCTIONS:

Number of copies: _____

Number of pages: _____

Color of paper (cover): _____

Color of paper (inside text): _____

Color of ink (cover): _____

Color of ink (inside text): _____

Completed/Finished Size: _____ x _____

- Print 1/side
- Print 2/sides
- Collate
- Staple
- 3/hole Punch
- Tape Bind
- Pad _____ per pad
- Fold to size _____x_____ (Print to Inside Outside)
- Perforate
- Score
- Saddle Stitch
- Comb Bind
- Sure Bind
- Coil Binding

3. DISTRIBUTION INSTRUCTIONS:

Distribution List _____

- Columbia Campus
- All Campuses

4. DEPARTMENT INFORMATION (REQUIRED):

Dept.: _____

Bldg.: _____ Room No.: _____

Phone: _____ Fax: _____

E-mail: _____



PRINTING TO DELIVER



CUSTOMER TO PICK UP

- Forward to Standard Mail Department (must submit a Mail Request Form)

Contact Person: _____

Approved _____
Dept. Head or Authorized Signature

Dept. Head _____
Print Name of above signature

ADDITIONAL INFORMATION

Estimate # _____ Date: _____

Estimated Cost: _____

5. FILE INFORMATION (If Applicable):

- Reprint - no corrections, previous job # _____
Attach sample No changes With changes
- Use provided printout (no digital file available)
- Disk Attached/Thumb Drive
- FTP Folder _____
- Emailed
 - Hampton Street (artwork@printing.sc.edu)
 - Russell House (psrh@sc.edu)

Person sending Email _____

Email subject _____
(Please provide job description in the line of email.)

- Proof at Printing Services
- Proof E-mailed with Proof Sheet
- No Proof Requested

E-mail Address _____

Please provide all Art or Links and Fonts.
Laser printout of file should be provided.

If available, please provide a printed sample of previous edition of job.

PLEASE LABEL YOUR DISK SO IT CAN BE RETURNED.

6. ACCOUNT INFORMATION (REQUIRED)

Legacy

Dept	Fund
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PeopleSoft

Operating Unit	PC Bus Unit
Dept	Project
Fund	Activity
Class	

PRINTING USE ONLY	Amount
Account 52051	