



# UW-PARKSIDE EXTERNAL PRINTING REQUISITION





Complete for any request for external printing: all Department publications, booklets, folders, brochures or similar items intended for public distribution. Samples are always good, please include a sample. **If a rerun or a revision, attach a previous job sample.**

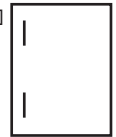
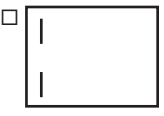
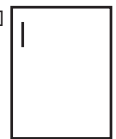
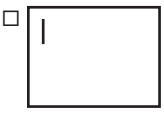

%	ACCT	FUND	ORG/DEPT ID	PROG	SUBCLS	BY	GRANT/PROJECT	REQUESTERS SIGNATURE
								In signing this request, I confirm that it has been reasonably determined that the printing of this material will not violate copyright laws, and the signing bureau/region will assume full responsibility for this printing request.

<b>Name (Please Print)</b>		<b>Program Supervisor Approval Signature (Required)</b>	
<b>Telephone/Extension (Required)</b>	<b>Request Date (mm/dd/yyyy)</b>	<b>Publication Number</b>	

**Job/Project Title**


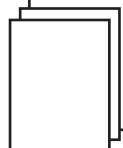
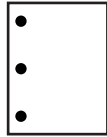
<b>Job Type</b> <input type="radio"/> New <input type="radio"/> Exact Rerun <input type="radio"/> Revision	<b>Desired Delivery Date (mm/dd/yyyy)</b>	<b>Certain Delivery Date (mm/dd/yyyy)</b>
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<b>Quantity</b>	<b>Brochure:</b> <input type="radio"/> Folded <input type="radio"/> Flat <b>Number of Panels:</b> _____	<b>Folding</b> <input type="radio"/> Letter Fold.....  <input type="radio"/> Half Fold.....  <input type="radio"/> "Z" Fold.....  <input type="radio"/> Double Parallel Fold.....  <input type="radio"/> Complex Folds
<b>Finished Size</b> <input type="radio"/> 5.5 x 8.5 <input type="radio"/> 8.5 x 11 <input type="radio"/> 8.5 x 14 <input type="radio"/> 11 x 17 <input type="radio"/> Other: _____	<b>Books: Number of Pages</b> _____ <input type="radio"/> Plus Cover <input type="radio"/> Self-Cover	
<b>Inks</b> <input type="radio"/> Black <input type="radio"/> Process <b>PMS#</b> <b>PMS#</b> <b>PMS#</b> <b>PMS#</b>	<b>Collate</b> <input type="radio"/> Page Sequence Sheet Attached <input type="radio"/> Per Original <input type="radio"/> Per Attached Dummy <input type="radio"/> Other: _____	

<b>Paper</b>	<b>Paper Color(s)</b>	<b>Binding</b>	<b>Portrait</b>	<b>Landscape</b>
<input type="checkbox"/> Bond		<b>Staple Two Left Side</b>	<input type="checkbox"/> 	<input type="checkbox"/> 
<input type="checkbox"/> Book		<b>Staple One Upper Left</b>	<input type="checkbox"/> 	<input type="checkbox"/> 
<input type="checkbox"/> Cover		<b>Saddle Stitched</b>	<input type="checkbox"/> 	
<input type="checkbox"/> Other				
<input type="checkbox"/> Gloss Finish				
<input type="checkbox"/> Matte Finish				

**Other Instructions - Deliver Job to?**

Perfect Bound     Loose Leaf     3-Hole Punch

Other: \_\_\_\_\_

**Print Form**