

Budget Code: _____

Budget Name: _____

Requisitioner: _____

Date Ordered: _____

Date Needed: _____

Rush Status: ☐ Yes ☐ No

(Rush orders are considered needed same day or next business day)

☐ **Pick Up:** Holy Cross Hall (M-F 8:30AM - 4:30PM)

☐ **Delivery to:** (On-Campus Only)

(Name)

(Department)

(Building/Room)



Instructions: Only fill in the necessary fields relating to your request. Form can be emailed to printshop@kings.edu with your print-ready files or a hard copy may be submitted with your copy request. If you have any questions or concerns, please contact the Print Shop.

Title / Description: _____ **Quantity:** _____

PRINTING & COPYING		WIDE FORMAT PRINTING	
SPECS	Size: _____ X _____ Pages (in document): _____ Ink: ☐ Color ☐ One Sided ☐ Black & White ☐ Two Sided	Size: _____ X _____ ☐ Photo Paper ☐ Mounted on Foam Core ☐ Retractable Banner ☐ Large (33 X 78) ☐ Banner Print Only ☐ Small (11 X 17) ☐ Banner Print Only ☐ Vinyl Banner ☐ Finished Edges ☐ Grommet ☐ Other Options ☐ Window Cling ☐ Vinyl Sticker ☐ Wall Graphic ☐ Universal Bond ☐ Satin Cloth ☐ Privacy Window Contact the Print Shop to discuss materials and other options.	
	Weight: ☐ Text ☐ Cardstock Finish: ☐ Gloss ☐ Uncoated Color: ☐ White ☐ Other _____		
STOCK	☐ Saddle Stitch ☐ Perfect Bind (Glue Bound Book) ☐ Side Staples ☐ Left Corner Staple ☐ Plastic Comb Bind ☐ Plastic Coil Bind ☐ 3-Hole Punch ☐ Perforation	Fold:  ☐ ☐ ☐ ☐ ☐ Pad / Glue _____ Sheets per pad _____ Number of pads	
BINDING			
COLOR PAPER ORDER		STATIONERY	
Weight: ☐ Text (500 Sheets/Ream) ☐ Cardstock (250 Sheets/Ream) Color: ☐ Ultra Pink ☐ Pink ☐ Salmon ☐ Red ☐ Blue ☐ Ultra Orange ☐ Cream ☐ Canary ☐ Ultra Lemon ☐ Ultra Lime ☐ Green ☐ Goldenrod ☐ Orchid ☐ Gray		☐ King's College Letterhead (500 Sheets/Ream) ☐ Business Cards (250) <i>Please provide your name, department, title, office/ cell/fax number, and email address when submitting a business card request.</i> ☐ #10 Plain Envelopes ☐ #10 Window ☐ #9 Business Reply Envelope ☐ 6" X 9" ☐ 9" X 12" ☐ 10" X 13" ☐ A-2 Env. ☐ A-6 Env. ☐ A-7 Env. Return Address / Dept.: _____	