


**Print Shop Order Form**

133 North Franklin Street, Wilkes-Barre PA 18711  
570-208-5900 x5635 or 570-208-8500  
printshop@kings.edu | www.kings.edu/printshop

Invoice # \_\_\_\_\_  
(Print Shop Use Only)

**Budget Code:** \_\_\_\_\_  
**Department:** \_\_\_\_\_  
**Requisitioner:** \_\_\_\_\_  
**Extension:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Date Needed:** \_\_\_\_\_

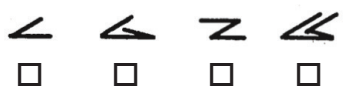
**Pick Up:** Holy Cross Hall (M-F 8:00AM-4:30PM)  
 **Delivery to:**  
\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Department)  
\_\_\_\_\_  
(Building/Room)

 **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:** \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_

PRINTING & COPYING		WIDE FORMAT PRINTING	
SPECS	<b>Size:</b> _____ X _____ <b>Pages:</b> _____ <b>Ink:</b> <input type="checkbox"/> Color <input type="checkbox"/> One Sided <input type="checkbox"/> Black & White <input type="checkbox"/> Two Sided	<b>Size:</b> _____ X _____ <input type="checkbox"/> Photo Paper <input type="checkbox"/> Mounted on Foam Core <input type="checkbox"/> Retractable Banner <input type="checkbox"/> Large (33 X 78) <input type="checkbox"/> Small (11 X 17) <input type="checkbox"/> Banner Print Only	
	<b>Weight:</b> <input type="checkbox"/> Text <input type="checkbox"/> Cardstock <b>Finish:</b> <input type="checkbox"/> Gloss <input type="checkbox"/> Uncoated <b>Color:</b> <input type="checkbox"/> White <input type="checkbox"/> Other _____ <b>Details:</b> _____	<input type="checkbox"/> Vinyl Banner <input type="checkbox"/> Finished Edges <input type="checkbox"/> Grommet	
STOCK	<input type="checkbox"/> Saddle Stitch <input type="checkbox"/> Perfect Bind (Glue Bound Book)	<input type="checkbox"/> Other Options <input type="checkbox"/> Window Cling <input type="checkbox"/> Vinyl Sticker <input type="checkbox"/> Wall Graphic <input type="checkbox"/> Universal Bond <input type="checkbox"/> Satin Cloth	
	<b>BINDING</b> <input type="checkbox"/> Side Staples <input type="checkbox"/> Left Corner Staple <input type="checkbox"/> Plastic Comb Bind <input type="checkbox"/> Plastic Coil Bind <input type="checkbox"/> 3-Hole Punch <input type="checkbox"/> Perforation	<b>Fold:</b>  <input type="checkbox"/> Pad / Glue _____ Sheets per pad _____ Number of pads	

**Contact the Print Shop to discuss materials and other options.**