

## **Print Shop Order Form**

133 North River 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)		

Βι	udget Code:	☐ <b>Pick Up:</b> Holy Cross Hall (M-F 8:00AM-4:30PM)	
De	epartment:	☐ <b>Delivery to:</b> (On-Campus Only)	
Re	equisitioner:		
Те	elephone:	(Name)	
Date:		(Department)	
Date Needed:		(Building/Room)	
	In a time a time a consequent	<u> </u>	
	to <b>printshop@kings.edu</b> with your prin	fields relating to your request. Form can be emailed nt-ready files or a hard copy may be submitted with estions or concerns, please contact the Print Shop.	
Title / Description: Quantity:			
	PRINTING & COPYING	WIDE FORMAT PRINTING	
BINDING STOCK SPECS	Ink: ☐ Color ☐ One Sided☐ Hack & White ☐ Two Sided☐ Two Sided☐ Two Sided☐ Two Sided☐ Cardstock☐ Cardstock☐ Uncoated☐ Color: ☐ White ☐ Other☐ ☐ Saddle Stitch☐ Perfect Bind☐ (Glue Bound Book) ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	Size: X  Photo Paper	
BINI	☐ Plastic Coil Bind ☐ Pad / Glue	and other options.  STATIONERY	
	☐ 3-Hole Punch Sheets per pad ☐ Perforation Number of pads		
	- I orioration	☐ King's College Letterhead (500 Sheets/Ream)	
v	COLOR PAPER ORDER  Veight: □ Text (500 Sheets/Ream)  □ Cardstock (250 Sheets/Ream)	☐ Business Cards (250) ☐ E-Signature  Please provide your name, department, title, office/  cell/fax number, and email address when submitting a  business card request.	
Color: ☐ Ultra Pink ☐ Pink ☐ Salmon ☐ Red ☐ Goldenrod ☐ Ultra Orange ☐ Cream ☐ Canary ☐ Ultra Lemon ☐ Ultra Lime ☐ Green ☐ Blue ☐ Orchid ☐ Gray		<ul> <li>□ #10 Plain Envelopes</li> <li>□ #9 Business Reply Envelope</li> <li>□ 6" X 9"</li> <li>□ 9" X 12"</li> <li>□ 10" X 13"</li> <li>□ A-2 Env.</li> <li>□ A-6 Env.</li> <li>□ A-7 Env.</li> <li>Return Address / Dept.:</li> </ul>	