

REQUEST & CHARGE FORM

For Panther Print & Copy Center Office Use ONLY

REFERENCE NUMBER

JOB NUMBER

DEPARTMENT _____ BANNER/INDEX # _____

CONTACT PERSON _____ PHONE _____ EMAIL _____

BILLING/DELIVERY ADDRESS _____ BUILDING / ROOM # _____

AUTHORIZED BY: PLEASE PRINT NAME _____ SIGNATURE _____
FISCAL AGENT, ACCOUNT MANAGER OR DELEGATED SIGNATURE PERSON RESPONSIBLE FOR ABOVE LISTED INDEX#

PAPER TYPE:

- Text Stock
 20# 60# 70#
 80# 100#

- Index
 90# 110#

- Cover Stock
 65# 80# 100#

- C1S
 8pt 9pt 10pt

- C2S
 8pt 9pt 10pt

NCR (NO-CARBON DUPLICATE FORMS):

- 2 part 3 part 4 part
 5 part 6 part other _____

- Collate
 Bag
 Shrink Wrap
 Perforation

BINDING:

- Staple
 Top Left
 Top Right
 Saddle Stitch
 Plastic Ring (GBC)
 Special _____

FOLDING:

- Half
 Accordion / Fan
 Letter / Brochure
 Scoring
 Special _____

PADDING:

- Left Right
 Top NCR
 Chipboard

DRILLING:

- 3-Hole
 Special _____

CUTTING:

- Half
 Thirds
 Quarters
 Full-Bleed
 Face Trim
 Special _____ X _____
Finished Size

SPECIAL ORDERS:

- Wide Format (up to 42") Size: _____ X _____
 Signs/Posters Banners
 Laminating Mounting
 # of Grommets _____ # of Banner Ups _____

ENGRAVING:

- Name Tag Name Plate
 Pin Magnet Clip Desk Door
 Tag/Plate Size: _____ X _____ Wood Grain / White Silver / Blue
 Holder Size: _____ X _____ Black / White Gold / Black
 Other: _____

I certify that where necessary, proper authorization has been obtained for the reproduction of copyrighted material submitted with this work request.

Order Received By: _____ Date: _____

Date Needed: _____

Job Name: _____

Description: _____
(Newsletter, Cards, Flyers, Etc.)

Proof Approved By: _____ Date: _____

Number of Original Sides: _____

Print: Single Sided Double Sided Mixed

4/0 4/4 4/1 1/0 1/1 Other: _____

Number of Copies / Sets Needed: _____

Stock Provided by Customer

Stock Size: 8.5x11 11x17 8.5x14 12x18

13x19 Other: _____

INK COLOR: Black Color: _____ Mixed

PREPRINTED STOCK ITEMS:

- | | Quantity |
|---|----------|
| <input type="checkbox"/> Mailing Labels (sheets of 6) | _____ |
| <input type="checkbox"/> Class Grade Books | _____ |
| <input type="checkbox"/> Campus Mail Envelopes | _____ |

SPECIAL INSTRUCTIONS:

FOR PPCC OFFICE USE ONLY:

TOTAL CHARGES:

FOR PPCC OFFICE USE ONLY

CALLLED BY _____ DATE _____ Pink

COMMENTS _____

TO BE: Delivered Picked Up Date: _____

CUSTOMER SIGNATURE _____



Department order info & billing: 217-581-3820
Email files to: ppcc@eiu.edu