



## Printing Job Request Form

### Requestor Information:

- **Name:** \_\_\_\_\_ **Lehman Email:** \_\_\_\_\_
- **Department Description:** \_\_\_\_\_ **CUNYfirst#** \_\_\_\_\_
- **Work Phone:** \_\_\_\_\_

### Job Details: (Standard) Print Jobs

- **Order/Document Description:** \_\_\_\_\_
- **Number of Copies:** \_\_\_\_\_
- **Paper Size:** ☐ Letter (8.5"x11") ☐ Legal (8.5"x14") ☐ Other: \_\_\_\_\_
- **Color:** ☐ Black & White ☐ Color
- **Single or Double-Sided:** ☐ Single ☐ Double
- **Stapling:** ☐ Yes ☐ No
- **Hole Punching:** ☐ Yes ☐ No
- **Booklet:** ☐ Glossy ☐ Regular ☐ Matte ☐ Cover Size \_\_\_\_\_ Quantity \_\_\_\_\_
- **Binding:** ☐ None ☐ Spiral ☐ Saddle Stitching: ☐ Other: \_\_\_\_\_
- **Poster:** Foam Board ☐ (\$15.00 charge) Size \_\_\_\_\_ Quantity \_\_\_\_\_
- **Business Card:** ☐ 100 ☐ 500 ☐ 1000
- **Brochure:** ☐ Glossy ☐ Regular ☐ Matte ☐ Card Stock Quantity \_\_\_\_\_
- **Flyer:** ☐ Glossy ☐ Regular ☐ Matte ☐ Card Stock Size \_\_\_\_\_ Quantity \_\_\_\_\_
- **Postcards:** Size \_\_\_\_\_ Quantity \_\_\_\_\_
- **Exam Booklets:** Quantity \_\_\_\_\_ (Free of charge)

### Funding/Payment Source:

- **Billing/payment Type:** ☐ Tax Levy ☐ Non-Tax Levy (NTL) ☐ Not Applicable  
NTL: ☐ Association ☐ Auxiliary ☐ PAC ☐ Art Gallery ☐ RF Account # \_\_\_\_\_
- **CUNYfirst Department Number** \_\_\_\_\_ **Program#** \_\_\_\_\_

### Delivery & Deadline:

- **Requested Completion Date:** \_\_\_\_\_
- **Delivery Method:** ☐ Pick Up Only

**Additional Instructions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### To be completed by Print Shop staff only

|                                                                             |                       |
|-----------------------------------------------------------------------------|-----------------------|
| Charge department? <input type="checkbox"/> Yes <input type="checkbox"/> No | Invoice Number: _____ |
| Total Cost: _____                                                           | Signature: _____      |