



PRINT AND MAIL SERVICES
REQUISITION FOR STAFF OR STUDENT
PERSONAL ORDER

REQUISITION

#

OFFICE USE ONLY

ESTIMATE GIVEN

Date Requested _____ Date Required _____ No. of Originals _____ No. of Copies _____

Title _____

Department _____ Contact _____ Phone _____

COPYRIGHT

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Name (Please print)

Signature

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PHOTOCOPY/PRINT

INSIDE: 1-Side

2-Side

STOCK: _____

COVER: 1-Side

2-Side

STOCK: _____

PHOTOCOPY: BLACK

COLOUR

STAPLES: 1

2

3

PROOF REQUIRED

FINISHED TRIM SIZE _____

BINDERY

STAPLE/TAPE

PLASTIC COIL

CERLOX

SADDLE STITCH

SHRINK WRAP

COPIER TAPE

DOUBLE WIRE

LAMINATING

PERFECT

HOLE PUNCH

1

2

3

NUMBER

START # _____

FINISH # _____

PADDING

PADS OF _____

CARD BACKING

FOLDING

TRIFOLD (LETTER)

Z-FOLD

HALF

GATE

FOLDED FINISHED SIZE _____

SCORE

SPECIFY _____

PERFORATE

SPECIFY _____

WIDE FORMAT	DELIVERY AND OTHER INSTRUCTIONS
POSTER LAMINATE MOUNT/FOAMCORE BANNER STAND	

Stock Suggestions and Examples

(Cover stock is used when you need something heavier like a post card or book cover. Text weight is light for inside pages and folded brochures.)

Silk stock (coated)	Matte Stocks (uncoated)
<div>Postcard/Greeting Cards - 100 lb cover</div> <div>Brochures/Pamphlets - 80 lb text</div> <div>Book Covers - 100 lb or 120 lb cover</div> <div>Inside pages for book/booklets - 80 lb or 28 lb text</div> <div>Business cards - 120 lb cover</div> <div>Name tag or tent cards - 100 lb or 120 lb cover</div> <div>Coating on one side only - Tango C1S</div>	<div>Postcard/Greeting Cards - 80 lb Lynx Cover</div> <div>Brochures/Pamphlets - Husky 60 or 70 lb text</div> <div>Certificates - 80 lb Lynx Cover or 80 lb Mohawk Text</div> <div>Inside pages for book/booklets - Husky 50 or 60 lb text</div> <div>Carbonless forms - 2 to 5 part NCR</div> <div>Name tag - 80 lb Lynx Cover</div> <div>There may be other options but these are the most common.</div>