



# PRINTING REQUISITION

**PROOF REQUIRED**

YES

NO

## GENERAL INFORMATION

**TODAY'S DATE**

**DATE DUE**

**DEPARTMENT**

**FAST ACCOUNT**

**JOB NAME**

**ORDERED BY**

**EMAIL**

**TELEPHONE**

## REQUESTED PRODUCTION

**ORIGINALS ARE**

DIGITAL

HARD COPY

**DOCUMENT BLEEDS**

YES

NO

**FILE NAME**

**# OF PAGES**

**QUANTITY**

**# OF FILES SUBMITTED**

**COLOUR IN DOCUMENT**

B&W

FULL COLOUR

FULL COLOUR AND B&W

## PAPER OPTIONS

**PAGE SIZE**

**OTHER SIZE**

**CHOOSE PAPER**

**# OF SIDES**

**COLOUR PAPER 1**

**COLOUR PAPER 2**

## COVER OPTIONS

*\* PLEASE LEAVE BLANK IF NO COVER IS REQUIRED*

**COVER STOCK**

**COLOUR PAPER 1**

**COLOUR PAPER 2**

## FINISHING REQUIRED

**FOLDING**

**OTHER FOLDING**

**DRILLING**

**OTHER DRILLING**

**BINDING**

**OTHER BINDING**

## SHIPPING

PICK-UP

BOX RUN

MAIL RUN

**COURIER**

**BUILDING & ROOM**

**ATTENTION**

**NOTES OR INSTRUCTIONS:**

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