# WIDE FORMAT PRINTING REQUISITION

## GENERAL INFORMATION

<table>
<thead>
<tr>
<th>TODAY’S DATE</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE DUE</td>
<td>EMAIL</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>TELEPHONE</td>
</tr>
<tr>
<td>FAST ACCOUNT</td>
<td></td>
</tr>
</tbody>
</table>

## REQUESTED PRODUCTION

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>NOTES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIZE</td>
<td></td>
</tr>
<tr>
<td># OF SIDES</td>
<td></td>
</tr>
<tr>
<td>SINGLE SIDED</td>
<td></td>
</tr>
<tr>
<td>DOUBLE SIDED</td>
<td></td>
</tr>
</tbody>
</table>

## POSTERS

- [ ] 40 LB BOND PAPER
- [ ] OUTDOOR POSTER PAPER (POLY)
- [ ] GF PHOTO PAPER (SEMI-GLOSS)
- [ ] OTHER

## TYPE OF PRODUCT

- [ ] WINDOW GRAPHIC
- [ ] SIGN
- [ ] DRYWALL GRAPHICS
- [ ] OUTDOOR BANNER
- [ ] DECALS
- [ ] SANDWICH BOARD
- [ ] RETRACTABLE BANNER
- [ ] POSTER
- [ ] OTHER

## LAMINATING

- [ ] MATTE
- [ ]GLOSS
- [ ] 1060 GLOSS
- [ ] 1080 MATTE
- [ ] DRY ERASE
- [ ] OTHER

## MOUNTING

- [ ] COROPLAST
- [ ] FOAMBOARD
- [ ] KOMATEX 1/8” THICK
- [ ] KOMATEX 1/4” THICK
- [ ] SANDWICH BOARD
- [ ] OTHER

## NOTES OR INSTRUCTIONS:

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