

## CF PRINTING AND POSTAL SERVICES COMMERCIAL ORGANIZATION PRINTING REQUEST

Telephone: 352-854-2322, ext. 1483 • Email: printshop@cf.edu

THIS SECTION TO BE COMPLETED BY REQUESTER  Date of Request:		
Name:		Date Needed:
Organization: Telephone:		
Document Title:	Email:	
Proofed by: Pickup in Printing Services		
No. of No Masters: Co		Total No. of Sheets:
	pies:	
SERVICES REQUESTED	PAPER SIZE	24-LB. PAPER
Copying	3-Hole Punch (8.5 x 11)	White Yellow Green Gray
Collating	Letter (8.5 x 11)	Blue Ivory Pink Gold
Duplex (print on both sides;	$\square \text{ Legal} \qquad (8.5 \text{ x } 14)$	Orchid Salmon
be sustainable)	☐ Ledger (11 x 17)	24-LB. NEON COLORS
Stapling		Lunar Blue Re-Entry Red
Cut Size by	Poster (11 x 17)	Cosmic Orange Pulsar Pink
Full Bleed	☐ Poster (18 x 24)	Solar Yellow Terra Gamma
Pads Sheets per pad	☐ Poster (24 x 36)	Green
Laminate	Poster Mounted	67-LB. COVER STOCK
Folding Half Letter/Brochus	re Banner Size:	☐ Blue ☐ Green ☐ Pink ☐ Yellow
☐ Binding ☐ Glue ☐ Spiral	ft. by ft.	☐ Ivory ☐ Gray ☐ White
	Labels Size:	80-LB. COVER STOCK
For a list of other types of paper please vi	sit in. by in.	☐ Carolina C1S ☐ Carolina C2S
Printing Services and let us help you choo	se	☐ Cougar
the right paper for your printing needs.		100-LB. COVER/TEXT STOCK
		☐ Futura Gloss C2S ☐ Futura Dull
SUSTAINABILITY		NCR PAPER
Our paper is recycled. Our paper comes	<u>PRINT</u>	2-Part 3-Part 4-Part
from tree plantations, not tree forests.	Color	STATIONERY
	Black	Stationery Letterhead
	Clear Coat	Stationery Envelopes
		Other paper choices available in the print shop.
SPECIAL INSTRUCTIONS FOR PRINTING/MAILING		
Total Charge \$		
Customer Signature: Date:		
THIS SECTION MUST BE COMPLETED BY PRINT SHOP. DATE REQUEST RECEIVED:		
	JOB ASSIGNED TO:	DATE JOB COMPLETED:
PRINTING		

All forms must be signed by approver and requestor. Photos must be sent by email, flash drive or CD.

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