

PRINT REQUEST FORM

Delivery Bar Code#	Print Request Job #

Date / Time Sent: _____

Due Date: _____ Due Time: _____

Requested By: _____

Delivery Location: _____

Budget Code: _____

Customer Pick-Up: YES ☐ NO ☐

Project Name: _____

Number of Print/Copy Sets: _____

B&W ☐

Color ☐

Template Options: *Choose below and Attach files needed, along with this form, to the email.

- ☐ Bag Tag (3x4, 80# cardstock, laminated, center hole punch)
- ☐ Bookmark (1.5x8, 80# cardstock)
- ☐ Credentials (4x5, 80# cardstock, laminated, center hole punch)
- ☐ Door/Mirror Hanging Sign (3.63x8.5, 67# cardstock, w/ perforated hole)
- ☐ Event Poster (11x17, 80# cardstock)
- ☐ Event Name Tag (4x2, labels, 10 on a sheet)
- ☐ Flyer (8.5x11, 100# gloss text)
- ☐ Greeting Card (6x4, Cougar 100# Text, half-fold)
- ☐ Lawn/Directional Sign (17x11, 80# cardstock, laminated)
- ☐ Letterhead w/ FPU Address (8.5x11, 70# Finch)
- ☐ Locker Name Tag (80# cardstock, laminated, dimensions as requested)
- ☐ Notecard (6.25x4, 80# cardstock, half-fold)
- ☐ Office Name Plate (clear transparency, crimson lettering, dimensions as requested)
- ☐ Table Tent (3.75x2.75, 80# cardstock, half-fold)

Business Cards (80# Cardstock, 2-sided)

MUST complete [Business Card Order Form](#).

Booklet/Program (Cougar 100# Text, 2-side, saddle stitched)

☐ 5.5x8.5 ☐ 6x9 ☐ 11x17 ☐ Other: _____

Envelopes w/ FPU Address

☐ #10 ☐ #9 (BRE) ☐ 6.5x4.75 ☐ 7.25x5.25
☐ 9x6 (booklet) ☐ 12x9 ☐ 13x10 ☐ Other: _____

Labels

☐ 1.67" Circle (24 per sheet) ☐ 2" Circle (12 per sheet)
☐ 3" Circle (6 per sheet) ☐ 4x2 Rectangle (10 per sheet)
☐ Address Labels (30 per sheet) ☐ Shipping Labels (6 per sheet)

Postcard (80# cardstock)

☐ 5.5x4.25 ☐ 5x7 ☐ 6x4 ☐ 6x9 (not postcard rate when mailed)
☐ Other: _____

Wide Format Posters

☐ Bond Paper ☐ Satin Photo Paper
☐ 24x18 (small) ☐ 36x24 (medium / student presentation)
☐ 48x36 (large / professor presentation) ☐ Other: _____

Wide Format Vinyl Sign/Banner

☐ Billboard Banner (93x36, w/grommets)
☐ Sandwich Board Sign (24x36, no grommets)
☐ X-Frame Banner (24x63, w/grommets) ☐ Other: _____

Other Information:

Finishing Services:

- ☐ Comb Bind
- ☐ Grommet
- ☐ Hole Punch
- ☐ Laminate
- ☐ Mount on Foam Core
- ☐ Pads of Paper

Folding:

- ☐ Letter
- ☐ Z-Fold
- ☐ Half-Fold
- ☐ Tri-Fold

Staples:

- ☐ Top Left
- ☐ Top Right
- ☐ 2 at Top
- ☐ 2 at Center (saddle-stitch)

Cut to:

- ☐ Bleed to the Edge
- ☐ Final Size

*** SEND COMPLETED FORM TO PRINTREQUESTS@FRANKLINPIERCE.EDU ***

Total Color Clicks: _____

Total Color Waste Clicks: _____

Total B & W Clicks: _____

Total B & W Waste Clicks: _____

COPY CENTER USE ONLY

MISC. Billing Notes: _____

Operator Initials: _____

Date/Time Completed: _____

QC'd by: _____

On Time: Y or N

PRINT/COPY COSTS

(Per Job Basis)

The cost to your department account is as follows and includes stapling, hole punching, folding, cutting etc.

Black & White Print/Copies:

8 ½" x 11" (one sided)	\$.03
8 ½" x 11" (two sided)	\$.06
11" x 17" (one sided)	\$.06
11" x 17" (two sided)	\$.12

Color Print/Copies:

8 ½" x 11" (one sided)	\$.10
8 ½" x 11" (two sided)	\$.20
11" x 17" (one sided)	\$.20
11" x 17" (two sided)	\$.40

Wide Format Prints (by linear foot):

Bond Paper (up to 36" wide)	\$4.00
Satin Photo Paper (up to 36" wide)	\$5.00
Vinyl Paper (up to 42" wide)	\$8.00

Other Costs:

Foam Core Mounting	\$7.00
GBC Comb Binding (each book up to 1")	\$2.00
GBC Comb Binding (each book over 1")	\$2.50
8 ½" x 11" Laminate (per sheet)	\$.40
11" x 17" Laminate (per sheet)	\$.70
Address Labels 1" x 2 ⅝" (per sheet & add to print)	\$.60
Shipping Labels 3" x 4" (per sheet & add to print)	\$.60
Badge Labels 2" x 4" (per sheet & add to print)	\$.50
FPU Letterhead per ream (500 sheets)	\$35.00
8 ½" x 11" Pastel Copy Paper per ream (500 sheets)	\$14.00*
8 ½" x 11" Brite Hue Color Copy Paper per ream (500 sheets)	\$14.00*

*Free when printed in copy center

Services for Students

Cash Only

Turnaround Time

Every effort is made to complete jobs within the time requested or as noted on the Copy Center Request Form or e-mail. Annual handbooks and other jobs requiring a large volume will require more time. Rush Jobs are determined when they are requested or the deadline is within 24 hours of receipt. Please contact Lynn Dodge in advance for RUSH jobs.

COPYING RESTRICTIONS

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