

Your  
Hospital's  
Logo  
Here

# PRINTING REQUEST FORM

YOUR NAME:	DEPARTMENT:	EXTENSION:
DEPARTMENT #:	JOB TITLE:	
TODAY'S DATE:	DUE DATE:	

## PRINTING

- No. of pages \_\_\_\_\_
- No. of copies \_\_\_\_\_
- One side
- Two sides:  Head to head  
 Head to foot
- Black ink
- Other ink: \_\_\_\_\_

## PAPER

- Plain white
  - Hospital letterhead
  - Regular paper
  - Card Stock
  - Other \_\_\_\_\_
- 
- 8.5 x 11"       8.5 x 14"
  - 11 x 17"       4 x 6" Card
  - 3 x 5" Card     5 x 8" Card
  - Other card size: \_\_\_\_\_

## BINDERY

- 3 - hole punch
- 5 - hole punch
- Do not collate
- Collate only
- Collate and staple
- Collate and band
- Collate: other bindery \_\_\_\_\_
- Pad: No. of pads \_\_\_\_\_
- Sheets per pad:  50     100
- Pad size \_\_\_\_\_

## PAPER COLOR

- |                                 |                                |                                 |                                 |
|---------------------------------|--------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> White  | <input type="checkbox"/> Gray  | <input type="checkbox"/> Cherry | <input type="checkbox"/> Canary |
| <input type="checkbox"/> Salmon | <input type="checkbox"/> Lilac | <input type="checkbox"/> Ivory  | <input type="checkbox"/> Buff   |
| <input type="checkbox"/> Pink   | <input type="checkbox"/> Blue  | <input type="checkbox"/> Green  |                                 |

## SPECIAL INSTRUCTIONS

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### Printing Services Use ONLY

No. of metal plates \_\_\_\_\_

No. of paper plates \_\_\_\_\_

No. of impressions \_\_\_\_\_

Operator:                      Press \_\_\_\_\_

   Photocopier \_\_\_\_\_

   Collater \_\_\_\_\_

Date run \_\_\_\_\_

Date finished \_\_\_\_\_

Out date \_\_\_\_\_

Main Room Date \_\_\_\_\_

Printing cost                      \$ \_\_\_\_\_

Collating cost                      \$ \_\_\_\_\_

Other cost                              \$ \_\_\_\_\_

Total                                      \$ \_\_\_\_\_

\_\_\_\_\_  
Supervisor's signature