

- Proof Required
- Proof By Fax / Email
- Approved by Phone / Email

Artwork Approved \_\_\_\_\_  
Date \_\_\_\_\_  
Signature \_\_\_\_\_

QUOTE Required  
To have your quote processed you must complete this form as if it were a print order. If you have any questions, please ask for help.

Date Ordered \_\_\_\_\_ Date Required \_\_\_\_\_

Sport/Client: \_\_\_\_\_

\_\_\_\_\_ Sport #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #(s): \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

## PRINT SERVICES JOB REQUEST FORM

To have your Job Request processed you must complete this form correctly. Dates, Signatures, Description of Job, etc. must be included. OMITTING NECESSARY INFORMATION WILL RESULT IN YOUR JOB BEING DELAYED. Please ask for help if necessary.



### FOR STAFF ONLY

Artist \_\_\_\_\_  
Date \_\_\_\_\_  
Labour Time \_\_\_\_\_  
Machine Time \_\_\_\_\_  
Lasers \_\_\_\_\_  
Materials \_\_\_\_\_  
\_\_\_\_\_

Printer \_\_\_\_\_  
Date \_\_\_\_\_  
Labour Time \_\_\_\_\_  
Machine Time \_\_\_\_\_

### GENERAL INFORMATION (CAREFULLY DESCRIBE YOUR PRINT REQUEST)

Description of Original (This description appears on your invoice)  
\_\_\_\_\_

\_\_\_\_\_ # of Pages      \_\_\_\_\_ # of Copies       Single Sided       Back to Back

Additional instructions (give details):  
\_\_\_\_\_  
\_\_\_\_\_

- Colour Copies
- Special Order Color \_\_\_\_\_

### MATERIALS

Copies \_\_\_\_\_  
Misc. \_\_\_\_\_  
Xerox \_\_\_\_\_  
Numbering \_\_\_\_\_  
11" Krack & Peel \_\_\_\_\_  
White 11" \_\_\_\_\_  
White 14" \_\_\_\_\_  
White 17" \_\_\_\_\_  
White 12x18" \_\_\_\_\_  
Colour 11" \_\_\_\_\_  
Colour 14" \_\_\_\_\_  
Card 11" \_\_\_\_\_  
Card 14" \_\_\_\_\_  
Card 17" \_\_\_\_\_  
Glossy Card 12x18 \_\_\_\_\_  
Glossy Text 12x18 \_\_\_\_\_  
Envelope #10 \_\_\_\_\_  
Envelope 5.75x9.5 \_\_\_\_\_  
Envelope 9x12 \_\_\_\_\_  
Env. 9.5x14.75 \_\_\_\_\_  
Pad or Ink \_\_\_\_\_  
Misc. \_\_\_\_\_

### STOCK (CHECK ALL APPLICABLE)

Please give details on ordered stock(s) i.e. company, weight, colour, etc.

**PAPER COLOUR(S)**

Paper (Stock) \_\_\_\_\_

Paper (Special Order) \_\_\_\_\_

**CARDSTOCK COLOUR(S)**

Card (Stock) \_\_\_\_\_

Card (Special Order) \_\_\_\_\_

**NCR (CHECK APPLICABLE)**

8.5x11     8.5x14     11x17

2 Part     3 Part     4 Part     5 Part

### FINISHING (CHECK ALL APPLICABLE)

- Side Staple
- Corner Staple
- Booklet Form
- Collated Only
- Fold in Half
- Fold in Three
- Fold in Four
- Cut
- Shrink Wrap
- Hole Punch
- Pad
- Coil
- Perforate
- Number
- Score

#### ENVELOPES

- #10
- 5.75 x 9.5
- Small
- Medium
- Large
- other \_\_\_\_\_

Special Instructions:  
\_\_\_\_\_  
\_\_\_\_\_

Finisher \_\_\_\_\_  
Date \_\_\_\_\_  
Labour Time \_\_\_\_\_  
Machine Time \_\_\_\_\_  
Materials \_\_\_\_\_