



# FORT HAYS STATE UNIVERSITY PRINTING SERVICES REQUEST



All information with an asterisk\* are **required** for your order to be processed in a timely manner  
Failure to do so will result in delays in your job completion

Job Name\* \_\_\_\_\_

Description \_\_\_\_\_

Person of Contact\* \_\_\_\_\_ Phone number/extension\* \_\_\_\_\_

Department \_\_\_\_\_ Cost Center\* \_\_\_\_\_ Deliver to\* \_\_\_\_\_

Date Ordered\* \_\_\_\_\_ Processing Priority:  Standard  Rush (subject to rush fee)  
 Needed by\* \_\_\_\_\_ Note: All jobs will have an estimated 2-3 week work time

**Paper\*** Do not fill for business cards or certificates

\_\_\_\_\_ Weight  
 \_\_\_\_\_ Color of paper  
 \_\_\_\_\_ Finish  
 Other Specifications: \_\_\_\_\_

**Size\***

<input type="checkbox"/> 8.5x11	<input type="checkbox"/> 11x17
<input type="checkbox"/> Card	<input type="checkbox"/> Rack Card
<input type="checkbox"/> Brochure	<input type="checkbox"/> Large Format -Please specify
<input type="checkbox"/> Flier	_____
<input type="checkbox"/> Business Card	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Envelope -Please specify	_____

**Quantity\***

\_\_\_\_\_

Note: Business cards have a 100 count minimum

**Color\*** Do not fill for business cards or certificates

Black and white  
 Color \*files must be in CMYK  
 1 sided  2 sided

**Mailing**

Yes      Quantity \_\_\_\_\_

\*List must be provided

**Other (if applicable)** \*Location must be provided for the options below \_\_\_\_\_

<input type="checkbox"/> Drill	<input type="checkbox"/> Binding:	<input type="checkbox"/> Fold:
<input type="checkbox"/> Rounded corner	<input type="checkbox"/> Stitch/saddle	<input type="checkbox"/> 1/2
<input type="checkbox"/> Perforate	<input type="checkbox"/> Perfect bind	<input type="checkbox"/> 1/3
<input type="checkbox"/> Score	<input type="checkbox"/> Coil/comb	<input type="checkbox"/> Other: _____

We will reach out to you regarding further binding information on all binding jobs.

\*For business cards: please provide name, title, department, office room number and building, phone numbers (cell or office), fax, website, email, and any other important information

Comments \_\_\_\_\_