

# PRINT REQUEST FORM Rock Valley College Print Services

Please allow 5 working days for all requests. Rush jobs cannot be guaranteed. Production times may vary.  
Contact Print Services with any questions.

## GENERAL INFORMATION

**PROJECT NAME:** \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_  IN-PERSON  EMAIL  MAIL

**CONTACT PHONE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**G.L. NUMBER:** \_\_\_\_\_ -54200 (Print/Copy RVC Print Svcs)  CONFIDENTIAL MATERIAL

**DELIVER TO (Name):** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**DATE SUBMITTED:** \_\_\_\_\_ **DATE NEEDED:** \_\_\_\_\_

## PRINTING INFORMATION

**QUICK PICK JOB TYPE** (Job types use RVC Paper Type Standards. If none apply leave blank)

- BASIC COPY  BOOKLET  FLYER  HANDOUT  INVITE/CARD  LETTERHEAD  
 POSTCARD  POSTER  TRI-FOLD  QUAD-FOLD  TABLE TENT

**QUANTITY:** \_\_\_\_\_ **NO. OF ORIGINALS:** \_\_\_\_\_  
(each side is an original)

**PAPER COLOR:**  White or  Other Color \_\_\_\_\_

**PRINT INFO:**  1-Sided  2-Sided  PRINT AS ORIGINAL  
 Color  Black & White

**FINISHED SIZE:** \_\_\_\_\_ " X \_\_\_\_\_ " **PAPER WEIGHT:** \_\_\_\_\_  
(if unknown leave blank)

**FOLD:**  In half  Tri-Fold  Quad-Fold  Accordion  
 Letter Fold (copy in)  Letter Fold (copy out)

**FINISHING:**  Staple  3-Hole Drill  Spiral Bind \_\_\_\_\_  Cover - Clear  Cover - Frosted  
(SPIRAL SIZE)

## WIDE FORMAT PRINT INFORMATION

(Please allow at least 7 working days for all wide format printed materials.)

**SIZE:**  14"x22" (Small Pedestal - Indoor)  22"x28" (Large Pedestal - Indoor)  24"x36" (Sandwich Board - Indoor)  30"x40" (Wind-master - Outdoor)  24"x70" (Vertical Banner - Indoor)  
 Custom Size \_\_\_\_\_ X \_\_\_\_\_

**LAMINATE:**  3 Mil  10 Mil **GROMMET:**  \_\_\_\_\_ (Quantity & Location) **BOARD:**  Foam

## ADDITIONAL INSTRUCTIONS

## OFFICE USE ONLY

**PAPER SIZE:**  8.5"x11" LETTER  8.5"x14" LEGAL  11"x17" TABLOID  12"x18" TABLOID EXTRA Charged

**PAPER WEIGHT:**  20# Bond  24# Text  60# Text  70# Text  100# Text  65# Cover  80# Cover  100# Cover

**DATE RECEIVED:** \_\_\_\_\_ **DATE MAILED:** \_\_\_\_\_ **TOTAL COST:** \_\_\_\_\_