

PRINTING SERVICES

Press Printing Request

Hours: Monday - Friday 7:00 a.m. - 4:00 p.m.
Telephone: 413-782-1799 or 782-1302

Allow ten (10) working days for presswork not including weekends and holidays.

Job Name _____

2 Samples attached 2 Samples attached with changes

Requested by: _____ Phone: _____

Today's Date: _____ Date Required: _____

Department: _____ Budget Number: _____
(Required for processing)

Delivery information: Deliver to _____

Hold for pick-up _____

Please contact Campus Post Office (ext. 1329)
for assistance in planning your mailing.

All envelopes, mailers, and postcards
require approval from Campus Post Office
prior to submitting printing request.
Special postal requirements apply.

REQUEST WILL BE RETURNED
IF NOT APPROVED BY CAMPUS POST OFFICE.

For Mail Services only:

Please proof and verify postal specifications.
Attached sample(s) are correct and ready
for printing.

Approved by: _____

Date: _____

Envelopes

Quantity in 500s

- # 10 official _____
- # 10 canary window _____
- # 10 outlook (window) _____
- # 9 official _____
- # 9 outlook (window) _____
- Monarch (7^{1/2} x 10^{1/2}) _____
- 9 x 12 _____
- 10 x 13 _____

Letterhead

Quantity in 500s

- Standard (8 1/2 x 11) _____
- Monarch (7 1/4 x 10 1/2) _____

Custom Printed Notecards & Envelopes

- 3^{1/2} x 4^{7/8} folded for 4BAR _____
- 4^{1/8} x 5^{1/2} folded size for A2 _____
- 4^{5/8} x 6^{1/4} folded size for A6 _____
- 5 x 6^{7/8} folded size for A7 _____
- 4 BAR envelope _____
- A2 envelope _____
- A6 envelope _____
- A7 envelope _____

NCR (carbonless paper)

Quantity in Sets

- 2 part _____
- 3 part _____
- 4 part _____
- 5 part _____

Printing Specifications

Paper (specify) _____

Text weight _____ Cover weight _____

Paper size _____

Trim size _____

Paper for letterhead & envelopes

- All College (white)
- Law (Classic Natural White)
- President (Strathmore Natural White)

Print # of ink colors _____

List of colors PMS 288 & PMS 130 (All University)

PMS 202, 288, & 130 (Law)

PMS 144 & PMS 288 (Pharmacy)

Other _____

One side Two sides

Of pages _____

Of copies _____

Bleed _____ # of sides _____

Fold 1/2 1/3 Other _____

Printed side = in _____ out _____

Booklet (saddle stitch) _____

Score Perf Microperf

Special Instructions _____

Printing Services Information Only:

Date Received Copy _____ # Of Plates _____

Date Complete _____ TOTAL _____

Initials _____