

DATE SUBMITTED _____

DATE REQUIRED _____

(Minimum of 10 Business Days Lead Time Required)



PRINT SHOP REQUEST FORM

PRINT SHOP USE ONLY

JOB NUMBER _____

DATE RECEIVED _____

DATE NEEDED _____

DATE COMPLETED _____

INT. _____

NAME OF REQUESTER: _____

DEPARTMENT & CAMPUS: _____

PHONE # OF REQUESTER: _____

E-MAIL OF REQUESTER: _____

i) Total # of Orig. Pgs _____

(count front & back for 2 sided original)

ia) For slides or postcards only:

of slides/cards per page _____

Originals are 2 sided? () Yes () No

ii) # of Copies Needed _____

iii) Copies: () 1 SIDED () 2 SIDED

iv) Total Printed Pgs (i x ii) _____

(For total printed slides/postcards: (ii / ia) x iii)

TITLE/ DESCRIPTION OF MATERIAL TO BE REPRODUCED:

PERSON TO RECEIVE MATERIAL

CAMPUS

BUILDING

ROOM

() PAPER COLOR / TYPE

() CARBONLESS

() COLLATE

() STAPLE 1 LEFT

() 2 PART

() CUT

() 2 LEFT SIDE

() CARD / COVER COLOR

() 3 PART

() FOLD

() BOOKLET

() 4 PART

() PAD

() INSERT ENV.

() THREE HOLE PUNCH

() ADDRESS

OTHER SPECIAL INSTRUCTIONS AND DELIVERY INFORMATION

APPROVALS:

X

Signature of Requesting Department Head

Date

X

Signature of College Director of Publications

Date

X

Signature of (Assoc.) Admin Dir. Of Bus. Operations

Date

NOTE:

1. The Print shop requires 10 business days to complete / Fulfill a print request. Print Requests must be emailed to Printshop@sunysuffolk.edu along with the electronic files of the material to be reproduced.

2. Development of new forms or edits to existing forms must be coordinated with all other counterpart offices / campuses using the form, and reviewed by the College Director of Publications before submission of Print Request.

3. The Print Request Form must have necessary approval / signatures to avoid delays, including from the College Director of Publications for requests involving marketing materials.

4. If the material requested can be used by another office, please contact that office and list its requirements and delivery instructions.