DATE SUBMITTED

_____

DATE REQUIRED
(Minimum of 10 Business Days Lead Time Required)

_____

Suffolk
COUNTY COMMUNITY COLLEGE

PRINT SHOP USE ONLY
JOB NUMBER _____
DATE RECEIVED_____
DATE COMPLETED_____

PRINT SHOP REQUEST FORM

NAME OF REQUESTER: _____

DEPARTMENT & CAMPUS: _____

PHONE # OF REQUESTER: _____

E-MAIL OF REQUESTER: _____

The Requesting Department confirms that the material being submitted for reproduction under this Print Request is error free and has up-to-date information. Following the completion of the job, if the Requesting Department identifies errors on the original material necessitating a reprint, the cost of the prior job will be billed to the requesting Department.

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 _____

PAPER TYPE (Glossy, Matte, etc.) _____

PAPER SIZE (8.5x11, 8.5x14, 11x17) _____

☐ 2 PART CARBONLESS
☐ 3 PART CARBONLESS
☐ COLLATE
☐ CUT
☐ FOLD

☐ PAD
☐ THREE HOLE PUNCH
☐ STAPLE 1 LEFT
☐ STAPLE 2 LEFT
☐ BOOKLET

☐ ADDRESS
☐ BUSINESS CARDS
☐ POSTCARDS
☐ PWRPT SLIDES _____/pg
☐ PWRPT NOTESVIEW

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***

INSTRUCTIONS:

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. College Director of Publications Approval — Development of new forms and/or edits to existing forms must be coordinated with all other counterpart offices / campuses using the form, and submitted for review and approval by the College Director of Publications before submission of Print Request. The College Director of Publications must also review and approve all requests involving marketing materials prior to submission of Print Requests.

3. The Print Request Form must have necessary approval / signatures to avoid delays, including from the College Director of Publications as appropriate

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

Rev. 1 / 20