



# Publications Office Design/Printing Request

Original copy and other material pertaining to your order should accompany this request. If reprinting or updating a previous order, please **attach a sample** and give the prior job number assigned. Normal delivery time is **4-6 weeks**, certain jobs may take longer. **Rush work** will be handled only in emergency situations when approved by Publications Supervisor.

☐ **RUSH** Approved \_\_\_\_\_

## PUBLICATIONS OFFICE ONLY

Date Received: \_\_\_\_\_

Approx. Del. Date: \_\_\_\_\_

Assigned To: ☐ **TSO**

Job No.: \_\_\_\_\_

## Contact/Billing Information

Date of Request \_\_\_\_\_ Division/Office \_\_\_\_\_

PCC Phone \_\_\_\_\_ Requested by \_\_\_\_\_ Deliver to Room \_\_\_\_\_

E-mail \_\_\_\_\_

Approved by \_\_\_\_\_ Cost Center  
Cost Center Supervisor \_\_\_\_\_ Number \_\_\_\_\_

Charge Other than Cost Center \_\_\_\_\_

All jobs printed with the **college postal permit (indicia)** must be approved prior to submitting the Publications Printing Request. See Supervisor of Office Services in C129 for approval.

Approved \_\_\_\_\_ ☐ 1794 ☐ 3022

## Printing Specifications

☐ **SAMPLE** attached ☐ **Copy/Art E-mailed or on USB** ☐ **Proof Required** call \_\_\_\_\_ when ready.

☐ **NEED QUOTES** for Planning Committee Next Meeting: \_\_\_\_\_

☐ **NEW JOB** ☐ **REPRINT** ☐ **UPDATE**

☐ PCC Business Cards

☐ PCC Letterhead

☐ PCC Envelope

☐ Flyer

☐ Poster Size: \_\_\_\_\_

☐ Program

☐ Postcard/Mailer

☐ Brochure

☐ Handbook

☐ Form/Application

☐ Newsletter

☐ Invitation

☐ #10 Bulk Envelope

☐ #10 Bulk Window Envelope

☐ 9 x 12 Catalog Envelope

☐ 9 x 6 Catalog Envelope

☐ Other: \_\_\_\_\_

Description: \_\_\_\_\_

Quantity: \_\_\_\_\_ Size: \_\_\_\_\_ Number of pages: \_\_\_\_\_

STOCK: Cover \_\_\_\_\_ INK: Cover \_\_\_\_\_

Text \_\_\_\_\_

Text \_\_\_\_\_

Bindery: \_\_\_\_\_ ☐ Folding ☐ Perforation ☐ Scoring ☐ Padding ☐ 3-Hole Punch

Special Instructions: \_\_\_\_\_