

SOUTHWEST DUPLICATING REQUEST FORM

Macon **Union** **Other** _____

If the job, or any portion thereof, requires the use of the press (color ink), a Printing job jacket must be completed.

DATE SUBMITTED ____/____/____ DUE DATE/TIME ____/____/____ a.m. p.m.

Requested by _____ Department: _____ Ext. _____

Account/Function# _____ Description of job _____

Job Requirements:

Copyright Permission:
 Yes (Letter Attached) No

Quantity: _____

No. of pages: _____
 (front & back)

Paper Size:

- 8 1/2" x 11"
- 8 1/2" x 14"
- 11" x 17"

Stock:

- Standard White
- Standard Colors _____
- Cardstock _____
- Covers/Color _____
- Carbonless:
 ___ 2-part ___ 3-part ___ 4-part
- 3-Hole Drill
- Transparencies
- Letterhead
- Business Cards
- Other _____
- 1-sided 2-sided
- Run same as original
- Combination

(Please explain in Special Instruction)

INTERNAL USE ONLY

Job #/Name _____

Printing Date/Time ____/____/____

Processing Info:

Operator: _____

Graphics/Proofing:

Designer _____ Date to Printing: _____

Date In: _____ PR proof/date: _____

PR proof/date: _____ PR proof/date: _____

PR proof/date: _____ Graphics proof/date: _____

Graphics proof/date: _____ Graphics proof/date: _____

Graphics proof/date: _____

Duplicating :

Duplicating on covers (select one)

front back both

Special Requirements:

- Reduce _____ %
- Enlarge _____ %
- Photos (number) _____
- Page Numbering _____
- 9" x 11" (tabs)
 bank of ___3 or ___5

Special Instructions: _____

Black/White

Color

Bindery:

Staple:

- Single (upper left)
- Double (side stitch)
- Landscape
- Wire Bind (maximum 125 sheets)
- Velo Bind
- GBC Bind
- Strip Bind
 (15 to 125 pages per set)
- Collate only (sets)
- Uncollate (stacks)
- Perforated
- Padded # _____ per pad
 (minimum 25 sheets per pad)

CLIENT APPROVAL:

FINAL CLIENT PROOF/DATE

BILLING: JOB ACCOUNTING \$ _____

OTHER BILLING

- Folding _____
- Cutting _____
- Padding _____
- Binding _____
- Letterhead _____
- Business Cards _____
- Tabs _____
- Carbonless _____
- Transparencies _____
- Shrinkwrap _____
- Perforation _____

TOTAL BILL \$ _____