

## INDIAN RIVER STATE COLLEGE – Request for Printing

Send additional printed copies to

\_\_\_\_\_ Call Center  
\_\_\_\_\_ IAO  
\_\_\_\_\_ Other

☐ Send PDF copy for website  
☐ Other \_\_\_\_\_

### PLEASE CHECK THE APPROPRIATE STATEMENT

- ☒ This request for printing does not violate the Copyright law.  
☐ I have obtained permission from the author, composer, publisher, or individual to reproduce this material and a duplicate copy of this permission is attached.

Signed: \_\_\_\_\_

### PRINT SHOP USE ONLY

REQUISITION NO. 004322

Date 5/28/2020 Date Required 6/1/2020

### ORIGINATOR USE

REQUESTED BY: Angela Browning Ext. 7271 Function Number 44010.18 GR00756

☐ Will Pick Up ☐ Return To \_\_\_\_\_ Campus ☐ DO NOT need to proof

**APPROVAL:** Flyers, Certificates, Books, Postcards, Bookmarks, Brochures, Invitations and Banners require Dean/Provost approval. Items with curriculum information require Curriculum Support approval.

Dean/Provost: \_\_\_\_\_ Curriculum Support: \_\_\_\_\_ IAO: \_\_\_\_\_

Title: Summer Postcard (Cares Act)

(Attach previous printed sample or copy with request)

☐ Banner ☐ Brochure ☐ Certificate ☐ Classroom Handout ☐ Envelope ☐ Flyer ☐ Form ☐ Handbook  
☐ Invitation ☐ Letterhead ☒ Mailer ☐ Note Pads ☐ Postcard ☐ Program ☐ Test ☐ Other \_\_\_\_\_

No. of Originals (count all pages with print) 2 Quantity each Original 3047 (plus add. copies from above) x ☐ Back-up x ☐ TYPESET

**For questions or further assistance in completing this form, call the Print Shop at 462-7720.**

#### PAPER SELECTION

Paper Size: 12x18  
Other Paper Size: \_\_\_\_\_  
Color: \_\_\_\_\_  
Other Paper Color: white  
Weight: 80 lb. cover  
Ink Color: 4 color  
Ink Color Per Sample Attached ☐  
\_\_\_\_\_ Cases of Paper  
Room# \_\_\_\_\_

#### BINDERY

☐ Collate ☐ Group ☐ GBC ☐ Tape Bind  
☐ Staple: ☐ Top ☐ Left ☐ Right ☐ Spiral Bind Size binders \_\_\_\_\_  
☐ Saddle Stitch ☐ Laminate  
☐ Pad: ☐ Top ☐ Left ☐ Right ☐ Fold Type Fold \_\_\_\_\_  
☐ Punch: ☐ Top ☐ Left ☐ Right ☐ Score ☐ Perforate  
☐ No. of Holes \_\_\_\_\_ ☐ Wrap ☐ Label Qty. in Package \_\_\_\_\_  
☐ Cut Finished Size \_\_\_\_\_ Size Wrap \_\_\_\_\_  
☐ Grommets How Many? \_\_\_\_\_ ☐ Mailing ☐ Use file # \_\_\_\_\_  
☐ Holders Desk/Wall \_\_\_\_\_ ☐ Envelope Size \_\_\_\_\_

Special Instructions: Full Bleed – Cut to 5.5 x 8.5

### FOR PRINT SHOP USE ONLY

Typeset/Graphics/Paste-up: Doc. Sys. \_\_\_\_\_ Time \_\_\_\_\_

File: DI 5/28/20 PC/Cares Postcard/Cares

ADA File: \_\_\_\_\_

Photocopy: Date In 6/1/20 Direct to Plate: Date In \_\_\_\_\_ Time \_\_\_\_\_

Bindery: Date In 6/1/20 Time 2:05 Mail: Date In \_\_\_\_\_ Time \_\_\_\_\_

NOTES: Mailed 6/2/20

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

Total Sheets of Paper Printed \_\_\_\_\_