

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: _____ John Crowe

PRINT SHOP USE ONLY

REQUISITION NO. _____ 00137

Date 8/4/2020 Date Required 8/11/2020

ORIGINATOR USE

REQUESTED BY: John Crowe Ext. 7254 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: Ann Decker Curriculum Support: _____ IAO: _____

Title: COVID 19 PRES EVENT YARD SIGNS (WEAR MASK) WITH HOLDER/ARROW

(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) 1 Quantity each Original 8 (plus add. copies from above) ☒ Back-up ☒ TYPESET

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

PAPER SELECTION

Paper Size: _____
Other Paper Size: _____
Color: _____
Other Paper Color: white
Weight: Heavy # banner maker
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: Total of (4) Double-sided (Community Reception Signs)

FOR PRINT SHOP USE ONLY

Typeset/Graphics/Paste-up: Doc. Sys. _____ Time _____

File: DI 8/10/20 Stake Signs/Community Reception

ADA File: _____

Photocopy: Date In _____ Direct to Plate: Date In _____ Time _____

Bindery: Date In 8/11/20 Time _____ Mail: Date In _____ Time _____

NOTES: _____

Received by: Susan O'Brien Date: 8/11/20

Total Sheets of Paper Printed _____