

# PRINTING/GRAPHICS REQUEST

## REPROGRAPHIC SECTION

638 Pensacola Street • Honolulu, HI 96814 • Phone 591-5500 • FAX 591-5505

### FOR REPROGRAPHIC SECTION

RS # \_\_\_\_\_  
 DATE RECEIVED \_\_\_\_\_  
 DISTRIBUTED BY \_\_\_\_\_  
 ACCEPTED BY \_\_\_\_\_  
 Charge  No Charge

Date \_\_\_\_\_ Office/District \_\_\_\_\_ Branch/School \_\_\_\_\_

Requester \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

Email address of Person to send proof to **(mandatory)** \_\_\_\_\_

Email address of Person to send invoice to \_\_\_\_\_

Est. Cost \_\_\_\_\_ Authorized by \_\_\_\_\_ (Signature)

Material to reach recipients by \_\_\_\_/\_\_\_\_/\_\_\_\_  Urgent / Reason: \_\_\_\_\_

New  Reprint of RS # \_\_\_\_\_  Revision of RS # \_\_\_\_\_

### DESCRIPTION/TITLE

(one item only)

Attach sample if available

<b>Size:</b> <input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> 8 1/2 x 14 <input type="checkbox"/> Other _____ <b>Paper:</b> _____ <b>Ink: Text</b> <input type="checkbox"/> Black <input type="checkbox"/> Color _____ <b>Cover</b> <input type="checkbox"/> Black <input type="checkbox"/> Color _____ <b>Print:</b> <input type="checkbox"/> One Side <input type="checkbox"/> Two Side _____	<b>Number of:</b> Pages _____ Quantity _____ <i>*For printing of multi page documents, please provide a hard copy sample and/or completed pagination</i>
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Drill 3 Holes  Paper Band \_\_\_\_\_  Shrink Wrap \_\_\_\_\_  Fold \_\_\_\_\_  
 Corner Staple  Side Staple  Saddle-Stitch  GBC  Tape Bind  Perfect Bind  Pad | No. of Sheets per pad: \_\_\_\_\_  
 Other: \_\_\_\_\_

**To be distributed by:**  RS  Distribution list attached

Send to Requestor / Address: \_\_\_\_\_

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

### FOR REPROGRAPHIC SECTION USE ONLY

Commercial Printing  Bid Number \_\_\_\_\_  Vendor \_\_\_\_\_  
 Scan  Email  USB  Flash  Share  Other \_\_\_\_\_ / Return to: \_\_\_\_\_

**GRAPHICS / Staff:** \_\_\_\_\_

In: \_\_\_\_\_ Out: \_\_\_\_\_

Hard Copy  PDF  Typeset  
 RS # & Date  Creditline  
 In-house Proof  Proof to Requestor

Send File To: \_\_\_\_\_

**PRINTING**

In: \_\_\_\_\_ Out: \_\_\_\_\_

**DISTRIBUTION**

In: \_\_\_\_\_ Out: \_\_\_\_\_

Via: \_\_\_\_\_

**Samples:**  Job  File  Tina