



PRINTING SERVICE REQUISITION

FORDHAM DUPLICATING CENTER AT ROSE HILL
PHONE: (718) 817-4918 FAX: (718) 817-4925

FORDHAM DUPLICATING AT LINCOLN CENTER
PHONE: (212) 636-6048 FAX: (212) 636-7950

FORDHAM WESTCHESTER DUPLICATING
PHONE: (914) 367-3045 FAX: (914) 367-3047



DATE PREPARED / /	DATE REQUIRED / /
JOB NO.:	
IMPRESS.	
Date/Time Stamp	

Note: Jobs without date required or marked "ASAP" will be assigned a date based on the current production schedule

1 CLIENT INFORMATION

REQUESTED BY (NAME) - PLEASE PRINT	DEPARTMENT	TELEPHONE	AUTHORIZATION SIGNATURE
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2 BILLING INFORMATION

Please fill out completely. No request can be released without a Department Charge.

FUND	ORG	ACCOUNT	PGM

3 SPECIFICATIONS

PROJECT TITLE OR DESCRIPTION		
ORIGINALS	COPIES / CARDS	PRINTS <input type="checkbox"/> 1 SIDED <input type="checkbox"/> 2 SIDED
PAPER SELECTION	<input type="checkbox"/> 8 1.2 X 11 20# WHITE OTHER: _____ <input type="checkbox"/> COVER (SIZE, WEIGHT, COLOR): _____	

4 BINDING AND FINISHING

- FOLD TO SIZE _____ COPY IN COPY OUT
- COLLATE & STAPLE CUT TO SIZE _____
- SADDLESTITCH PUNCH _____ HOLES
- GBC PLASTIC COMBS PADS (# SHEETS PER PAD) _____
- THERMAL BINDING STUFFING / MAILING (SEE BELOW)
- OTHER (SPECIFY): _____

5 DESIGN SERVICES

- ARTWORK PROVIDED DESIGN / LIMITED TYPESETTING
- FILE PROVIDED - FILE NAME _____
APPLICATION _____
- PROOF TO CLIENT

**** DIGITAL OUTPUT PRICES ARE FOR POSTSCRIPT OR APPLICATION FILES THAT REQUIRE NO OPERATION INTERVENTION. ASSISTANCE IS CHARGED AT THE RATE OF \$25/HOUR.****

9 DELIVERY INSTRUCTIONS

<input type="checkbox"/> CALL FOR PICK-UP	DEPT.	CONTACT:	PHONE #
<input type="checkbox"/> DELIVERY REQUESTED	BUILDING		ROOM
RECEIVED BY (SIGNATURE)			DATE / /

6 COPYRIGHT CLEARANCE

IF MATERIAL TO BE COPIED IS FROM THE INTERNET, A MAGAZINE OR BOOK, HAVE YOU RECEIVED A COPYRIGHT CLEARANCE RELEASE?

- YES _____
SIGNATURE

7 ADDRESSING / MAILING

- FIRST CLASS (# PIECES) _____
(Requires mail requisition form)
- CAMPUS MAILING (CHOOSE CAMPUS)
 - ALL ROSE HILL
 - LINCOLN CENTER WESTCHESTER
- CHOOSE CAMPUS MAILING DISTRIBUTION:
 - LABELS PROVIDED
 - FACULTY PART-TIME ADJUNCTS
 - ADMINISTRATION PART-TIME
 - CLERICAL PART-TIME
 - MAINTENANCE PART-TIME
 - JESUITS

8 SPECIAL INSTRUCTIONS

NOTE: IT IS THE CLIENT'S RESPONSIBILITY TO KEEP A COPY OF ALL ORIGINALS AND REVISIONS SUBMITTED TO FORDHAM'S DUPLICATING CENTER.

JOB NO. _____ Operator _____ Supervisor _____ **TOTAL \$** _____