

Print Request Form

Name: _____ _____	Department: _____ _____	Date Requested: _____ Date Needed: _____
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Brief Description of Job:

Printing Specifics

Originals: _____ # Needed: _____

☐ Single Side ☐ Double Side ☐ Reduce ☐ Enlarge

Print Size

☐ 8.5x11

☐ 8.5x14

☐ 11x17

☐ Other: _____

Paper Type

☐ 20lb.

☐ 70lb.

☐ Cardstock

☐ Envelope: ☐ Window

☐ Non-Window

☐ Color: _____

☐ Other: _____

All promotional and marketing materials must be submitted to communications@sw.edu for approval prior to printing.

☐ By checking this box you are indicating that you have received approval, if necessary, for your print job.

Print Shop Use Only

Date Completed: _____

Signature: _____

Comments: _____

Finishing Options

☐ Staple: Top Left

☐ Staple: 2 At Center

☐ 3-Hole Punch

☐ Half Fold

☐ Letter Fold

☐ Cut To Size

☐ Laminate

☐ Bind

☐ Other. Please describe.

A sample may be requested.

All print requests should be filled out completely and accurately. Documents submitted for printing should be proofread and free of mistakes.

If you have any questions or concerns please contact Caitlin Hunt at caitlin.hunt@sw.edu or 276-964-7696.