

City of Irving
Print Services Requisition

Allow 10 working days for press | 5-7 working days for black/white copies | 3-5 working days for color copies

Date submitted Date required

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You can save this form as a .pdf to attach to e-mail: File > Export to > PDF or XPS

Name
 Department
 Phone
 Copyright permission needed? Yes No
 Overtime authorization Yes No

Paper Information

8½ x 5½ 8½ x 11 8½ x 14 11 x 17
 Paper color
 Ink color(s)
 Envelope

Finishing Information

Collate Staple Fold Die Cut Cut
 Laminate (not to exceed 24')
 White foamboard Black foamboard
 Finished size
 Booklet 3-hole punch Perforate GBC
 Pad Top Side Number

Director or designee signature if overtime pay is required _____

Account Information

Example: 1001-1001-521010-100

Paper Type

Bond Copy paper Card stock Door hanger
 Label NCR carbonless paper Tabs

Special instructions/delivery

Job Information

Job Description
 Form Number
 New/Revise Repeat Electronic Black/White
 Color One-sided Two-sided
 Number of originals
 Number of copies required

Poster Printer

18 x 24 24 x 36 36 x 48

Business Card Orders (Brand Identity Standards Guide, page 10)

1. City of Irving
 2. Street address
 3. Irving, TX
 4. ZIP code
 5. Name
 6. Title
 7. Department
 8. Phone
 9. Cell
 10. Fax
 11. E-mail

Shade—Print Services Only

Job number	Date completed	Press copy	Number of imprints	Number of reams	Number of boxes	PO number	Outside work/PO number

Breakdown Costs

Negative(s) _____ Mask sheet(s) _____ Plate(s) _____ Paper _____ Envelopes _____ Binding coil _____

Chipboard/covers _____ Miscellaneous _____ Outside vendor _____ Purchase Order: Department account _____ Print account _____

Notes _____ Work completed in 10 days _____ Work returned _____ Total cost \$ _____

Department director or designee signature _____