



Date / Time Submitted

Date / Time Job Due



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A RICOH COMPANY

Files Submitted by:  Hard Copy  Electronic Files

### Non Departmental Print Request Form

**ALL PRINT REQUESTS REQUIRE 50% DOWN PRIOR TO PROCESSING**

As the responsible person for this project, I agree to pay all amounts quoted on this document, even if it is for an organization. I understand that I will be the responsible party for all remedies for collection if I do not pick up or pay for the project in total.

Name (Print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Responsible Party:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_

**Job Description**

**# of Originals / Pages:** \_\_\_\_\_ **# of Sets / Copies Needed:** \_\_\_\_\_ **Document Name:** \_\_\_\_\_

<p><b>Job Type:</b></p> <input type="checkbox"/> Black & White <input type="checkbox"/> Color <input type="checkbox"/> Finishing only <input type="checkbox"/> Scanning Only <input type="checkbox"/> Black & White <input type="checkbox"/> Color <input type="checkbox"/> Faxing: ___ In ___ Out	<p><b>Requirements:</b></p> <input type="checkbox"/> Copy 1 Sided <input type="checkbox"/> Copy 2 Sided <input type="checkbox"/> Cardstock <input type="checkbox"/> Color Paper <input type="checkbox"/> Transparency <input type="checkbox"/> Reduce <input type="checkbox"/> Enlarge	<p><b>Type of Stock:</b></p> <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Yard Sign <input type="checkbox"/> Poster <input type="checkbox"/> Banner	<p><b>Finishing</b></p> <input type="checkbox"/> 3 Hole Punch <input type="checkbox"/> Coil Bind <input type="checkbox"/> GBC Bind <input type="checkbox"/> Unibind <p><b>Stapling</b></p> <input type="checkbox"/> Top Left Corner <input type="checkbox"/> Saddle Stitch <input type="checkbox"/> 2 Top or Bottom Other _____ <p><b>Folding</b></p> <input type="checkbox"/> Letter Fold <input type="checkbox"/> Half Fold
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**Lamination:**  ID Size  8.5 x 11  11 x17  Other

**Wide Format Lamination:** \_\_\_\_\_ Per Sq. Foot

**Wide Format Printing Size:** \_\_\_\_\_

**How Many:** \_\_\_\_\_

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

\_\_\_\_\_

**Total Charges: \$** \_\_\_\_\_ **Down Payment: \$** \_\_\_\_\_ **Total \$** \_\_\_\_\_

**QC'D By:** \_\_\_\_\_ **Rec'd by Print Name:** \_\_\_\_\_ **Signature** \_\_\_\_\_