

# UTRGV PRINT SERVICE REQUEST FORM

E-mail: print\_svcs@utrgv.edu • Website: http://utrgv.edu/printservices  
Brownsville Office: (956) 882-3835 Edinburg Office: (956) 665-2272 • (956) 665-5252 • (956) 665-3207

OFFICE USE ONLY

UTRGV Print Services Quote Number: \_\_\_\_\_ UMC Task Number: \_\_\_\_\_

## CUSTOMER INFORMATION

Account #: \_\_\_\_\_ Date Needed By: \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person \_\_\_\_\_ email \_\_\_\_\_

Customer pick-up  Deliver to: \_\_\_\_\_ Building \_\_\_\_\_ Room # \_\_\_\_\_ Campus: \_\_\_\_\_

Project submitted via:  E-mail  Shared file  Sample provided  Other \_\_\_\_\_  
 Brownsville  
 Edinburg  
 Harlingen

Project Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## PRINT JOB 1 Black Color

Quantity \_\_\_\_\_ Size \_\_\_\_\_

Assigned Task Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

One-sided  Two-sided

## PRINT JOB 2 Black Color

Quantity \_\_\_\_\_ Size \_\_\_\_\_

Assigned Task Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

One-sided  Two-sided

## LARGE FORMAT PRINTING (larger than 13" x 19")

Quantity \_\_\_\_\_ Size \_\_\_\_\_

Assigned Task Number: \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Vinyl  Matte  Retractable  Other \_\_\_\_\_

Grommets  No  Yes Quantity \_\_\_\_\_

Mounted  No  Yes

Style: \_\_\_\_\_

## BINDERY

### BINDING OPTIONS

Comb bind  Tape bind (copier only) Beginning # \_\_\_\_\_

Spiral binding  Saddle stitch Ending # \_\_\_\_\_

### DRILLING

3 hole  2 hole

### PAD

50/pad  100/pad

### NUMBERING

## FOLDING



Single



Letter



Z-fold

Other \_\_\_\_\_

Date Completed: \_\_\_\_\_

Subtotal: \_\_\_\_\_

Tax: \_\_\_\_\_

Received By \_\_\_\_\_ Date \_\_\_\_\_ Total Amount: \_\_\_\_\_

## SPECIAL INSTRUCTIONS

\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** In order to process your job, all areas that apply must be completed. Send this form to the Print Shop along with the file and sample print out.