NORTHWEST-SHOALS COMMUNITY COLLEGE
Promotional Services

PRINTING REQUEST

ALLOW 48 HOURS FOR ALL PRINTING

Name _____ Name of Job _____

Department _____ Account Number _____

_____ Deliver to mailroom for distribution _____ Hold for pick-up _____ Have Maintenance Deliver

Current Date _____ (Month) _____ (Day) _____ (Year) Date Wanted _____ (Month) _____ (Day) _____ (Year)

INSTRUCTIONS:

Number of Originals _____ Number of copies (sets) _____

_____ One-sided
_____ Two-sided
_____ One-sided to Two-sided
_____ Two-sided to One-sided
_____ Collate/staple
_____ Collate/do not staple
_____ Uncollated
_____ Enlarge

SPECIAL INSTRUCTIONS:

Type of Paper:			**COST Completed by Promotional Service**
_____ 3-Hole Punch			
_____ 2-Part Carbonless			
_____ 3-Part Carbonless			
_____ Color _____			
_____ Border Certificates……..	_____	@ $0.12	_____
_____ Scholarship Certificates…..	_____	@ _____	_____
Finishing:			
_____ Covers (color) _____			
_____ Binding ……..…	_____	@ _____	_____
_____ Hard Cover Binding……...	_____	@ _____	_____
_____ Booklet Maker			
_____ Tabs……	_____ sets	@ _____	_____
_____ Lamination (per inch)……	_____	@ $0.10	_____
_____ Spiral Bind			
¼” – 1 ¾ ” …….	_____	@ $0.56	_____
2”……	_____	@ $0.85	_____
_____ Transparencies……...	_____	@ $0.67	_____
_____ Fold			
_____ Cut			
_____ Pad			
_____ Other _____			
		Extra Printing cost	_____

SUPPLIES:

(Supplies can only be requested by completion of form. No phone orders will be accepted.)

Paper:			**COST Completed by Promotional Service**
8.5 x 11			
_____ Ream White……	@ _____	$ _____	
_____ Ream Color _____	@ _____	$ _____	
_____ Carton White	@ _____	$ _____	
_____ Ream Index Color _____	@ _____	$ _____	
8.5 x 14			
_____ Ream White ……...	@ _____	$ _____	
_____ Ream Color	@ _____	$ _____	
_____ Carton White	@ _____	$ _____	
Envelopes: (per box)			
_____ #10…….....	$17.88		_____
_____ #10 Window…….....	$19.25		_____
_____ #10 Color……..	$56.32		_____
_____ 6 x 9……..	$29.57		_____
_____ 9 x 12……	$40.02		_____
_____ 10 x 13……	$46.20		_____
Letterhead:			
_____ Letterhead (500 sheets)……	$10.00		_____
_____ Letterhead Color (500 sheets)……..	$28.16		_____
_____ Second Sheet Letterhead……..	$10.45		_____
Notepads:			
_____ Personalized Notepads……	2 @ $10.00		_____
_____ Promotional Notepads……	2 @ $3.00		_____
Miscellaneous:			
_____ Business Cards……	50 @ 3.00		_____
_____ Color Copies……	$0.25 per copy		_____
Total Supplies…….....	……		_____
Extra Printing Costs……..	……		_____
TOTAL……	……		_____