



**The Citadel Print Shop**  
 (843) 953-5081  
**Requisition & Job Order**  
**for Printing & Quick Copy**

Job #
Date rec'd:

*Please provide as much information as possible and attach sample (or copy), if available*

Print     Quick Copy    Date ordered \_\_\_\_\_    Required delivery date \_\_\_\_\_

Charge to: Dept name \_\_\_\_\_    **Acct #** \_\_\_\_\_

Deliver to: Dept name \_\_\_\_\_    Location \_\_\_\_\_

Ordered by \_\_\_\_\_    **Contact person** \_\_\_\_\_

Voice phone \_\_\_\_\_    Fax \_\_\_\_\_

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

Copy     1 Side     Front & Back     Head to Head     Head to Toe

Paper stock \_\_\_\_\_    Weight \_\_\_\_\_    Color \_\_\_\_\_

Carbonless:     2 part (white, canary)     3 part (white, canary, pink)  
 4 part (white, canary, pink, goldenrod)  
 Special \_\_\_\_\_

Ink color(s) \_\_\_\_\_

**Provide proof**     Yes     No    To: \_\_\_\_\_    Location: \_\_\_\_\_

**Bindery (check all that apply):**

<input type="checkbox"/> Spiral Bind (GBC or Coil)	<input type="checkbox"/> Saddle Stitch	<input type="checkbox"/> Perfect Bind
<input type="checkbox"/> Staple:	<input type="checkbox"/> Top left corner	<input type="checkbox"/> 2 on left side
<input type="checkbox"/> Padding:	Sheets per pad _____	<input type="checkbox"/> Top <input type="checkbox"/> Side
<input type="checkbox"/> Folding:	<input type="checkbox"/> Standard letter	<input type="checkbox"/> Type inside <input type="checkbox"/> Type outside
	<input type="checkbox"/> Double Parallel	
	<input type="checkbox"/> Other	
	<input type="checkbox"/> Collate <input type="checkbox"/> Yes <input type="checkbox"/> No	

Numbering:    Beginning # \_\_\_\_\_    Ending # \_\_\_\_\_

Drill     Top     Side     3-hole standard     2-hole standard

Other \_\_\_\_\_

Die Cut     Perforate     Score

**Special Instructions:**

**Authorized signature** \_\_\_\_\_    Date \_\_\_\_\_

(Authorization of this job order releases The Citadel Print Shop of all copyright law responsibility.)