

DATE ____ / ____ / ____ NAME _____ DEPARTMENT _____

DEPT. # _____ ROOM # _____ BLDG. _____ PHONE # _____

Authorized Signature _____ Ck/Cash Approval _____

File Name _____ File Location _____

Artwork Supplied by Client: Hard Copy Disk Flashcard E-Mail

Special Instructions _____

BROOKLYN COLLEGE PRINTWORKS REQUISITION #

IFAS #

RUSH PREMIUM

Collate Do Not Collate Design Letterhead Forms

Collate & Saddle Stitch Brochures

Hole Punch Folding 1 2

Staple 1 2 Type In Type Out

Perforation 11 x 17 Letter Fold

Cutting _____ Padding

Lamination Spiral Binding Coil Binding

Printing Sides 1 2 w/clear plastic w/Presentation cover

1 Color Tape Binding Perfect Binding (B/W Only)

2nd Color Poster/s Matte Glossy

Full Color Banner/s Grommets

Author's Revision Vinyl Sign/s

Engraved signs Scan/s

Business Cards Mounting

Sheets _____

Stock _____

8 1/2 x 11

8 1/2 x 14

11 x 17

Book Form

Card Stock

Special Paper Ordered

Special Coated Stock (please allow 1 extra day drying time)

Special Ink All Colors

Special Stock NCR

2 3 4 5 Parts

Color Paper

3 Holed Punched Paper

Letterhead

Total Cost	Operator #	Budget Approval

Brooklyn College

OF ORIGINALS

OF COPIES

Customer Signature / Date _____

OP _____ SU _____ GD/MGR _____

Copyright Infringement is against the law and The Copyright Remedy Clarification Act of 1990