Printing Services Request

 Submit THREE copies to Printing Services or email request to: “ WSDOT Printing Services”

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date Submitted | | | Date Required Time of Day | | |  | | Order No. |
| Ordered by (First & Last Name) | | | | | | Phone | Call When Ready – Will Pick up  Deliver to Rm.       (Hdqts. Bldg. Only)  Mail to:        Mail Stop: | |
| Office/Region/Agency | | | | | | Mail Stop |
| Accounting Information **\*\*Charge Codes are Required Prior to Printing \*\*** | | | | | |  |
| Work Order | Group | Work Op. | | Cntrl Sec | Org Code |
|  |  |  | |  |  |
|  |  |  | |  |  | Initials  Date Mailed | |
| Request Copy of Billing | | | | AMOUNT $ | |

**Please check requested services:**

|  |  |  |
| --- | --- | --- |
| B/W Copies  Color Copies  Bindery  CD Replication - Case Type: | Wide Format B/W  Paper  Mylar  Wide Format Color  Presentation  Matte  Transparencies | Scanning     PDF  JPG  TIF  OCR PDF File  CD  Email  Server  Other Services: |

|  |  |
| --- | --- |
| **Title of Job Submitted:**  Job Type:  New  Revised  Stored Reprint Job # | |
| Copying/Printing Services | Check if job submitted electronically to: Docutech  Splash  File Name:  Sample Provided Proof Required |

|  |  |  |  |
| --- | --- | --- | --- |
| Copies Needed | Size or % Size 1:  Size 2:  or  Percent : | One Sided  Two Sided  Print/Assemble Per Orig. | Finishing Work |
| Collating Options:  Stapling Options: |
| Paper Weight  If other, please specify | Color of Stock If other, please specify | Inserts:  Color Cover  Color Pages  11 x 17 Foldouts  1/5 White Tabs  Other (please specify) | Portrait Landscape Dual Saddlestitch (staple on fold)    Drilling/Punch Options:  Binding Options:  Shrink wrap per pkg.  Laminate  Padding Options: (Select edge and amount per pad)  Padding edge:  Amount:  Other:  Chipboard |
| Cover Type & Color  If other, please specify    Clear Plastic Front  Back Cover | Color Copy Cover sent electronic to “Splash: File Name: |
| Special Instructions: | |  | Folding Options:    1/3 1/2 “Z” fold  Cutting **x**  (Finished Size) |
|  | | |
| Other: |
|  |