



JOB REQUEST FORM

Job # _____

Date In: _____

Due Date: _____

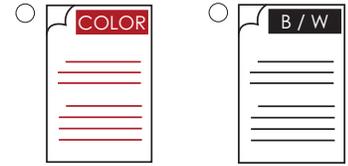
Submitted via: _____

Global Village Print HUB

Phone: (585) 475-6353

Fax: (585) 475-4999

Email: [j d\i V4 f]HYXi



General Information

Name: _____

Job Name: _____

Department: _____

Type of Original: Hard Copy Digital

Telephone: _____

No. of Original Pages: _____

Payment Type: RIT ACCT - Cash/Charge/Check

No. of Sets Requested: _____

12 ■ 12345 ■ 90200 ■ 12 ■ 12345 ■ 12345

Pick Up: Global Village Print HUB Main HUB

Proof Required: Yes No

Delivery: Bldg _____ Room _____

Media Provided: Yes No

Prepress Services

- Document Creation
- Document Scanning
- Typesetting/Retouching
- CD Burning/Duplication
- Layout Style: _____
- Other: _____

More Information on back

Paper Information

- Main 1: WT. _____ Stock: _____
- Main 2: WT. _____ Stock: _____
- Other: WT. _____ Stock: _____
- FCover: WT. _____ Stock: _____
- BCover: WT. _____ Stock: _____
- Insert: WT. _____ Stock: _____

More Information on back

Wide Format

- Size: _____ Quantity: _____
- Size: _____ Quantity: _____
- Mount Only (Black/White)
- Laminate Only
- Mount & Laminate (Black/White)

More Information on back

Note Pads

- Size: _____ # of Pads: _____ Shts/Pad _____
- Size: _____ # of Pads: _____ Shts/Pad _____

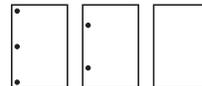
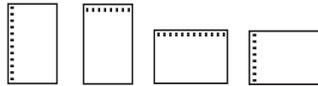
Mailing

- USPS
- FEDEX
- MAILROOM @ 99 (make copy for Dan)

Finishing Services

More Information on back

- Single Sided to Single Sided
- Single Sided to Double Sided
- Double Sided to Single Sided
- Double Sided to Double Sided
- Follow Sample
- Comb / Coil Bind: _____
- Drilling: _____



Customer Provided Original

- Mount Only (Black/White)
- Laminate Only
- Mount & Laminate (Black/White)

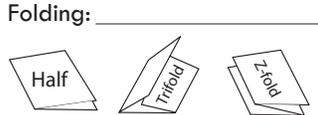
Cut Size: _____

Shrinkwrapping

Collate/Uncollated:

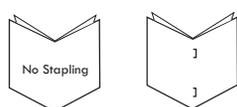


- Tape Bind: _____
- Folding: _____



- Stapling: _____

- Booklet: _____



Special Notes

More Information on back