



JOB REQUEST FORM

Job # _____

Date In: _____

Due Date: _____

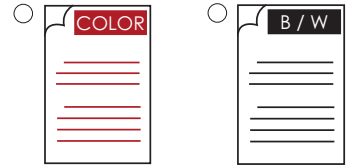
Submitted via: _____

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: _____

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

Size: _____ Quantity: _____

☐ More Information on back

Note Pads

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

Mailing

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

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

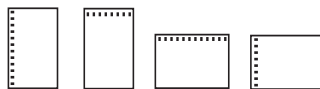
☐ More Information on back

Finishing Services

- ☐ 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: _____



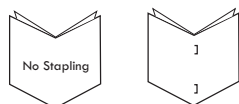
- ☐ Tape Bind: _____



- ☐ Folding: _____



- ☐ Booklet: _____



- ☐ Cut Size: _____

Shrinkwrapping

- ☐ Collate/Uncollated:



- ☐ Stapling: _____



Customer Provided Original

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

Special Notes

☐ More Information on back