

Internal Printing Requisition

Printing & Micrographic Services
Tel: 729-3210 Fax: 729-4889

Printing Services Internal Use

Contact: _____ Job # _____

Notes:

This Printing Requisition must be e-mailed to **printrequests@gov.nl.ca** only.
Please await e-mail confirmation with job # before sending production files.
Reference job # in subject line and send files to **printingservices@gov.nl.ca** only.

Date Requested (mm/dd/yy)	Date Required (mm/dd/yy)
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Requested by	Telephone	E-mail
Department	Division	
Delivery/Mailing Address (<i>client must arrange any courier pickup and charge to their own account</i>)		Will Pick Up/Arrange Pick Up When Notified
Building	Floor /Location	
Street Address	City /Town	Postal Code

Number of copies	Pages (incl. covers)	Single sided Double sided Combination of single and double	Title
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Proofing

Print with no proof
Proof required

Document Source

Hard copy, NO changes
Hard copy, CHANGES required
Disk/Flash Drive
E-mail: (*Sender, if different than above*)

Name: _____
Phone Number: _____
E-mail: _____

Finished Size

Business card
8.5" x 11"
8.5" x 14"
11" x 17"
Other (specify): _____

Ink Colours

Cover B&W Colour
Insides (*or if single sheets*)
 B&W Colour

Paper Stock (cover)

No Preference
Plain White Card
100 lb Silk
100 lb Gloss
Other (specify): _____

Paper Stock (insides or if single sheets)

No Preference
24 lb Bond paper
60 lb Book paper
80 lb Silk text
80 lb Gloss text
Other (specify): _____

NCR Forms

2 part
3 part
4 part
Numbered
First # _____ Last # _____

Tabs

Pre-numbered Manila/buff
White with text (*please supply Word file*)
White with numbers (specify range):
First # _____ Last # _____

Envelopes

Kraft White
Open end Open side (*i.e. top*)
Size: _____

Bindery

Saddle Stitched
Spiral Bound
Perfect Bound
Cerlox Bound
Score
Folded: # of folds: ____
Perforated
Staple: Top Left Corner Left Side
Drill: # of holes: ____
Pad: # of sheets per pad: ____
Shrinkwrap

Special Instructions (incomplete or unclear information may result in delay of printing and finishing):

Printing Services Internal Use

Date Received Stamp

This requisition for Printing Services or Queen's Printer goods or services as described herein is approved by:

Name: _____ Date: _____
mm/dd/yy

Position Title: _____

- Prepress
- 800
- 1000
- Nuvera
- DI
- 5790
- 2-colour
- Bindery
- MU
- TC
- Mailroom

Final Proof Stamp