



Publications Bureau
Printing Requisition

☐ Reprint ☐ Revised ☐ New

FOR PUBLICATIONS USE ONLY

Date Received _____
In Publications _____

☐ In-house ☐ Outside ☐ Copier Job

Publication/Form Name and/or Number (attach copy and sample):	Quantity Requested:	Date Desired:
From:	Phone Number:	Number of Originals:
Division, Bureau or Section:		Budget Code:
Completed order to be delivered to:		Room No.:

Print: <input type="checkbox"/> one side <input type="checkbox"/> back-to-back	Fold: <input type="checkbox"/> half fold <input type="checkbox"/> letterfold	Punch: <input type="checkbox"/> standard 3-hole (left side) <input type="checkbox"/> 2-hole 2¾ centered (top) <input type="checkbox"/> other:	Pad: <input type="checkbox"/> yes <input type="checkbox"/> w/ chipboard <input type="checkbox"/> sheets per pad:
Laminate: <input type="checkbox"/> yes <input type="checkbox"/> no			
Staple: <input type="checkbox"/> top <input type="checkbox"/> side <input type="checkbox"/> saddle stitch	Wrap: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> shrink <input type="checkbox"/> brown paper		

Special printing instructions:

Approved by: _____ Date: _____

DO NOT WRITE BELOW—FOR PUBLICATIONS USE ONLY

					Impressions:	
Paper	Tray	Size	Color	Weight	Quantity Used	Cost
					Copier Charges	
250 Business Cards:	@ 20.00 =		Certificate Framing:	@ =		
500 Business Cards:	@ 35.00 =		Scans/PDFs/JPEGs:	@ 2.00 =		
500 Letterhead:	@ 76.00 =		Shrink Wrap (per 500 sheets):	@ .50 =		
Color Prints (8½ X 11):	@ 1.00 =		Negatives:	@ 3.50 =		
Color Prints (11 X 17):	@ 2.00 =		Plates:	@ 5.00 =		
Typesetting (per page):	@ 1.00 =		Framing Materials:	@ 7.00 =		
Folding (per sheet):	@ .03 =		Cutting (per cut):	@ .03 =		
Stapling (per staple):	@ .03 =		Saddle Stitch (per stitch):	@ .05 =		
Spiral Binding (each):	@ .50 =		Lamination (Letter 1.00, Tabloid 2.00):	=		
Drilling/Punching:	@ .03 =		Chipboard (each):	@ .05 =		
Easels (Maps, Posters, Signs):	@ .54 =		Other:	@ =		

TOTAL COST

NOTE: Approval means, all Text, Graphics and Photos adhere to the N.C. Department of Labor's Copyright policy.