PRODUCTION PRINTING REQUISITION

P-

Dane County Department of Administration
PRINTING & SERVICES DIVISION
Room GR-13, City-County Building
Phone: 266-4161

DATE ORDERED	DATE REQUIRED

DEPT./DIV. NO. | DEPT./DIV. NAME | ☐ COUNTY ☐ CITY

PERSON ORDERING (full name) | PHONE NO.

TITLE OF FORM OR PROJECT NAME (attach sample)

FORM NO. | IS TYPESETTING OR LAYOUT REQUIRED? ☐ YES ☐ NO

NUMBER OF ORIGINALS | COPIES PER ORIGINAL

☐ 1 side ☐ 2 sides Head-to-Head ☐ 2 sides Head-to-Foot

PAPER (Size, Color, Type): ☐ 8.5 x 11 ☐ 8.5 x 14 ☐ 11 x 17 ☐ Other_____

STANDARD 20#: ☐ White ☐ Yellow ☐ Pink ☐ Blue ☐ Green ☐ Ivory ☐ Cherry ☐ Salmon ☐ Goldenrod

COVERSTOCK: ☐ White ☐ Yellow ☐ Ivory ☐ Blue ☐ Green ☐ Red ☐ Goldenrod

CARDSTOCK: ☐ White ☐ Yellow ☐ Buff ☐ Blue ☐ Green ☐ Cherry ☐ Salmon

NCR CARBONLESS SETS: ☐ 2-PART (White, Yellow) ☐ 5-PART (White, Green, Yellow, Pink, Goldenrod)
☐ 3-PART (White, Yellow, Pink) ☐ 6-PART (White, Blue, Green, Yellow, Pink, Goldenrod)
☐ 4-PART (White, Yellow, Pink, Goldenrod) ☐ OTHER_____

ENVELOPES (Size & Type):

☐ #10 ☐ #10-window ☐ #9 ☐ #9-window ☐ Other (attach sample)_____

OTHER PAPER NOT LISTED:

FINISHING

FOLD: ☐ Letterfold ☐ Z-fold ☐ Single Fold ☐ Other (attach sample)_____

DRILL: ☐ Standard 3-Hole ☐ Other (attach sample)_____

☐ Collate ☐ Collate & Staple ☐ Pads (of 100) ☐ Cut ☐ Plastic Binding

ADDITIONAL DIRECTIONS OR COMMENTS:

AUTHORIZING SIGNATURE:

OFFICE USE ONLY

UNIT DESCRIPTION	UNIT CODE	# UNITS
PRESS		
PRESS		
PRESS		
PRESS		
PRESS		
PRESS		
SETUP	28	
BURNS	30	
COLORED INK	44	
PAD	38	
FOLD	36	
CUT/TRIM	39	
COLLATE & STAPLE	40	
HAND COLLATE	41	
PUNCH & PLASTIC BIND	42	
STITCH/BOOKLET MAKER	43	
DRILL HOLES	45	
ROUND CORNER	46	
PERFORATE/SCORE	47	
COMPOSING	32	
ART/LAYOUT	31	
MASKING	33	
STRIPINS	35	

CATALOG DESCRIPTION	CATALOG #	# UNITS
PLATES OFFSET (10 x 15)	672	
PLATES OFFSET (11 x 18)	673	
ITEK PLATES	670	
MASKING SHEETS	745	
STOCK:		

SPECIALS	CHARGE
NEGATIVES	
HALFTONES	
PMT'S	
ADDITIONAL CHARGES:	

PROOFS:			
NEGATIVES:			

OPERATOR'S INITIALS	DATE COMPLETED

014-1-15 (6/11) WHITE – PRINTING & SERVICES YELLOW – ORDERING DEPARTMENT