Authorization and Printing Request Form

WEST VIRGINIA STATE UNIVERSITY

TITLE III OFFICE OF PRINTING SERVICES

Joseph T. Williams, *Director*

103 Jones Hall • P.O. Box 1000 • Institute, West Virginia 25112-1000

Phone (304) 766-3215 • FAX (304) 766-4193

NO PRINT JOB WILL BE COMPLETED WITHOUT ALL THE INFORMATION REQUESTED BELOW

You may forgo the need to prepare a purchase order by authorizing Printing Services to directly bill your credit card account. The following statement, completed by you, will constitute our authorization to print and bill accordingly.

Use a separate authorization form for each card order.

ESSENTIAL

Authorized Approval by Administrative Area Vice President

_____

Signature

Date Requested: _____ Due Date: _____ **Job #:** _____ **(OFFICE USE ONLY)**

Contact Name (Signature): _____

Department (Building/Room): _____

Phone/Extension: _____ E-mail: _____

Spending Unit: _____ Banner No.: _____

Credit Card #: _____ Expiration Date: _____

Project Name: _____

Description: _____

EXAMPLE: **Brochure, Book, Catalog, Envelopes, Flyer, Imprinted T-Shirts (Transfers), Invitations, Letterhead, Magazine, Mouse Pads, NCR Forms, Newsletter, Postcards, Poster, Telephone Pads, etc.**

Quantity: _____ **Quoted Price:**

Finished Size: ❑ **5.5x8.5** ❑ **8.5x11** ❑ **8.5x14** ❑ **11x17** ❑ **Other:** _____

Estimated Number of Pages: _____ Stock Color Preference: _____

Materials Provided by Client:

- ❑ Sample Print out of Project **(Required)**
- ❑ CD ❑ ZIP ❑ Floppy
- ❑ Online File Transfer
- ❑ Hard Copy for Typesetting
- ❑ Photos and/or Artwork for Scanning

Other: _____

NOTES: _____

_____

_____

Check if Applicable:

- ❑ Repeat job **NO** changes ❑ Repeat job **WITH** changes
- ❑ Print Single Sided ❑ Print both sides of sheet
- ❑ B&W ❑ 2 Color ❑ 3 Color ❑ Full Color
- ❑ Ink color(s) other than black _____

Bindery Processes

- ❑ Spiral Bind ❑ Comb Bind ❑ Tape Bind
- ❑ 2 Hole Punch ❑ 3 Hold Punch
- ❑ 8.5x11 Booklet (Fold & Staple) ❑ 5.5x8.5 Booklet (Fold & Staple)
- ❑ Brochure (Tri-Fold)
- ❑ Perforate ❑ Pad ❑ Carbonless Fan Apart Sets (NCR)
- ❑ Consecutive Numbering
- ❑ Other _____

ALL QUOTES EXPIRE IN 30 DAYS!