

### OWLS Printing Request

FOR REQUESTING LIBRARY USE

Requesting Library \_\_\_\_\_ Quantity \_\_\_\_\_ Date Needed \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Authorization \_\_\_\_\_  
Name of Job \_\_\_\_\_  Reprint

Special Instructions \_\_\_\_\_

If this a reprint, please send a sample

#### Paper Type(s)

- Bond     24#     3 HP     8 1/2 x 11
- Offset     8 1/2 x 14
- Index     11 x 17
- Cover
- Linen
- Other \_\_\_\_\_

#### Paper Color(s)

Ink:  Black \_\_\_\_\_  
 Color(s) \_\_\_\_\_

Back to Back?     Yes     No

Cut to size of \_\_\_\_\_

- Carbonless 2 pt.
- #10 Envelopes-plain     #10 Envelopes-window

- Collate     Pad     Fold
- Staple     Plastic Binding
- Die Cuts     Buttons     Laminate

FOR OWLS USE

Path Name \_\_\_\_\_

Format:     Booklet     Brochure     Flyer/Poster     Bookmark     Other \_\_\_\_\_

Sample     Yes     No

Specific Graphics Requested \_\_\_\_\_

Design Specifications / Special Instructions \_\_\_\_\_

MU Requested     Yes     No    Date MU Sent \_\_\_\_\_

Date Job Put on Delivery Shelf \_\_\_\_\_

FOR OWLS USE

Bill to \_\_\_\_\_ Date Received \_\_\_\_\_ Date Completed \_\_\_\_\_

# pages/copy     # sheets of (1) \_\_\_\_\_     # masters

# items per page     # sheets of (2) \_\_\_\_\_     # buttons

# finished product     # sheets of (3) \_\_\_\_\_     # die cuts

paper size if other than 8 1/2 x 11     # impressions     # laminate inches

Binding elements:     3/16-3/8     7/16-7/8