# STONY BROOK UNIVERSITY PRINTING/COPYING SERVICES REQUISITION

Customer #

Code | Job

**SAMPLE PRINT REQ.**
For Print Requisitions, fax a Forms Order Sheet to 2-1105 or call 2-6297.

**PARTS I & II ARE TO BE COMPLETED BY THE REQUISITIONING DEPARTMENT • DO NOT WRITE IN S**

**PART I (ALL requisitions must be signed by an authorized signatory or they will be returned)**

Department Name:

Account #

Requested by:

Campus Phone Ext.:

Authorized Signature:

Today's Date:

Date Required:

Return Billing Copy to: (Name) (Building)

(Room) (Area) (Zip+ 4)

Delivery Instructions (check appropriate box):

❑ Pick Up (call ext._____when ready)

❑ Deliver to (Unit name): _____

Building:_____Room:_____Zip+4: _____

Attention of: _____ Phone Ext: _____

**PART II JOB SPECIFICATIONS (Use a separate requisition for each item ordered)**

Title or Description of Job:

SAMPLE

Number of Originals:

Number of Copies:

❑ 1 Side

❑ 2 Sides

Paper:

❑ *Size* _____ *Stock* _____ _____

❑ *Size* _____ *Stock* _____ _____

❑ *Size* _____ *Stock* _____ _____

_____ _____

❑ Runs oversized _____ x _____ ❑ Bleeds_____# side(s)

❑ Run _____ up on _____ x _____ # of copies_____

| Ink Color: | 1 Side | 2 Side's |
|---|---|---|
| _____ | ❑ | ❑ |
| _____ | ❑ | ❑ |
| _____ | ❑ | ❑ |
| _____ | ❑ | ❑ |
| _____ | ❑ | ❑ |
| _____ | ❑ | ❑ |

Bindery Instructions:

❑ Collate

❑ Staple _____

❑ Fold _____

❑ Punch _____ Hole(s)

❑ _____ Sheets to a Pad

❑ Cut to _____ X _____

❑ Tape Bind

❑ Plastic (Spiral) Bind

❑ Perfect Bind

❑ Saddle Stitch

❑ Misc. _____

Special Instructions:

Typesetting/Desktop Publishing Support:

❑ Check here if this job requires typesetting or desktop publishing support, including changes in existing copy.

**NOTICE- WARNING CONCERNING COPYRIGHT RESTRICTIONS-** The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of the copyright law.

**PART III BILLING INFORMATION (Do not write below this line)**

**Typesetting/Desktop Publishing Support**

**Total Hours** _____ **by** _____

STONY BROOK
STATE UNIVERSITY OF NEW YORK

**Stony Brook University**
**Printing Services**
**173 Administration**
**Ext. 2-6220**
**Fax. 2-4874**

| Description | Cost |
|---|---|
| Photocopying | . |
| Offset Printing | . |
| Bindery charges | . |
| Signs | . |
| Misc. | . |
| Misc. | . |
| **Total** | $ . |