



Print Shop Requisition Form

(print, graphics and photo)

ROANOKE-CHOWAN COMMUNITY COLLEGE

Requestor's Name: _____

Requestor's Division: _____

Phone Number: _____

Project Name: _____

Date of Request: _____

Date Project Needed: _____

Charge Code No.: _____

Design/Layout/Editorial Services			
<input type="checkbox"/> ad	<input type="checkbox"/> poster/flier	<input type="checkbox"/> letterhead	<input type="checkbox"/> program
<input type="checkbox"/> booklet	<input type="checkbox"/> form	<input type="checkbox"/> business card	___ Commencement
<input type="checkbox"/> photos	<input type="checkbox"/> promotional items	<input type="checkbox"/> graphic	___ ADN Pinning
<input type="checkbox"/> brochure	<input type="checkbox"/> invitation	<input type="checkbox"/> certificate	___ Honors Convocation
<input type="checkbox"/> postcard	<input type="checkbox"/> news release <i>(attach R-CCC 620 or 621)</i>		___ Other _____

All graphics, photo and print jobs should be submitted no less than 2 weeks in advance.

If you want the above services to be printed or if you are just submitting a request for printing, fill out the section below.

Quantity _____	_____ B&W	_____ Color	_____ New Copy	_____ Previous Run
_____ One Sided	_____ Two Sided	_____ Collate	_____ Staple	_____ Punch
		_____ Pad	_____ Fold	
Paper: Color _____	Size: _____ 8.5x11	_____ 11x17	Other <i>(please specify)</i> _____	_____ Print Ready
_____ File Manipulation Required	_____ Design/Special Orders <i>(please specify in detail)</i> _____			

I picked up my completed printing order. Signature: _____ **Date:** _____

_____ Number of Attachments

_____ Format of Attachments (.jpg .pdf .doc etc.)

Please send electronic attachments to:
printshophelpdesk@roanokechowan.edu

Project Specifications: Describe the project in more detail and attach sample. Instructions for print jobs, design or photo shoots should be included in the space below. Any questions or comments about the job will be addressed in an email or via telephone by the Print Shop.

Request Approved by: _____ **Date:** _____

(Dean/Supervisor)

I hereby certify that I have reviewed the draft of the project submitted by the Marketing and Print Shop Department and that it is accurate and ready for publication. I further certify that this material does not violate copyright law.