

Name: _____ Time of Intake: _____ Today's Date: _____
 Phone: _____ BUDGET CODE OWNER _____
 Email: _____ BUDGET CODE: _____
 _____ DEPT OR ORG: _____

_____ By initialing this line, I agree that all requested documents are free from copyright restrictions and are legally permitted for unrestricted distribution. I also acknowledge that I am solely responsible for any copyright infringements and hold Ricoh and its employees harmless regarding any legal repercussions in violation of said copyrights.

Check here to confirm that the budget code information is accurate and that this print request is allowed on these funds.

JOB DESCRIPTION (RICOH USE ONLY)

Requested Date & Time of Completion: _____

Intake Employee's Initials: _____

File Name:

PROOF REQUIRED

of Copies: _____

1. _____
2. _____
3. _____
4. _____
5. _____

Notes:

PRODUCTION (RICOH USE ONLY)

| | | | |
|---|---------------------------------|--|--|
| COPY/PRINT: | PAPER SIZE: | PAPER TYPE: | PAPER COLOR/FINISH: |
| <input type="checkbox"/> COLOR <input type="checkbox"/> 1-Sided | <input type="checkbox"/> 8.5x11 | <input type="checkbox"/> 20# bond | <input type="checkbox"/> white |
| <input type="checkbox"/> B&W <input type="checkbox"/> 2-Sided | <input type="checkbox"/> 8.5x14 | <input type="checkbox"/> 24#/28# text | <input type="checkbox"/> specific color: _____ |
| <input type="checkbox"/> 3-Hole Drill | <input type="checkbox"/> 11x17 | <input type="checkbox"/> 65# cover | <input type="checkbox"/> satin/dull |
| <input type="checkbox"/> Staple | <input type="checkbox"/> 12x18 | <input type="checkbox"/> 80# <input type="checkbox"/> text <input type="checkbox"/> cover | <input type="checkbox"/> gloss |
| <input type="checkbox"/> Saddle-Stitch | <input type="checkbox"/> 13x19 | <input type="checkbox"/> 100# <input type="checkbox"/> text <input type="checkbox"/> cover | <input type="checkbox"/> pearl/linen |
| | <input type="checkbox"/> 13x27 | <input type="checkbox"/> 120# cover | |

FINISHING (RICOH USE ONLY)

| | | | |
|--|---------------------------------|------------------------------------|-----------------------------------|
| BINDING: | LAMINATE: | FOLDING: | CUTTING: |
| <input type="checkbox"/> Coil Bind | <input type="checkbox"/> 8.5x11 | <input type="checkbox"/> Half-Fold | <input type="checkbox"/> Bleed |
| <input type="checkbox"/> GBC Bind | <input type="checkbox"/> 11x17 | <input type="checkbox"/> Tri-Fold | <input type="checkbox"/> No Bleed |
| <input type="checkbox"/> Clear Cover | | <input type="checkbox"/> Z-Fold | Finished Size(s): _____ |
| <input type="checkbox"/> Black or Blue Cover | | <input type="checkbox"/> Gate Fold | |

BILLING DETAILS (RICOH USE ONLY)

POS PAYMENT ENTRIES:

| | | |
|------------------------|---|--------------------------------------|
| # of clicks _____ | <input type="checkbox"/> Rush fee _____ | # of cuts _____ |
| color or b&w _____ | | # of folds _____ |
| # of sheets _____ | | # of stapled sets _____ |
| sheet size _____ | | laminating pouch size _____ |
| weight of paper _____ | | # of laminating pouches _____ |
| cover or text _____ | | # of drills per 500 sheets _____ |
| wide format _____ | | # of saddle-stitched sets _____ |
| print (sq.ft): _____ | | # of scores per 500 sheets _____ |
| wide format _____ | W/F setup fee _____ | # of perforated sheets per 500 _____ |
| mount (sq. ft.): _____ | | banner stands Retract/ X-stand _____ |

Print Request Completed By:

Time of Completion:

Quality Checked By:

| | |
|--|--|
| Business Cards | Binding |
| <input type="checkbox"/> qty 250 <input type="checkbox"/> single-sided | # of binds _____ |
| <input type="checkbox"/> qty 500 <input type="checkbox"/> double-sided | # of clear covers _____ |
| <input type="checkbox"/> linen # of boxes _____ | # of black/blue covers _____ |
| | <input type="checkbox"/> Coil <input type="checkbox"/> GBC |

of Waste _____