

Name: _____

Today's Date: _____

Phone: _____

Time of Intake: _____

Email: _____

BUDGET CODE: _____

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.

DEPT OR ORG: _____

☐ 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: _____

Notes: _____

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

PRODUCTION (RICOH USE ONLY)

COPY/PRINT:

☐ COLOR ☐ 1-Sided

☐ B&W ☐ 2-Sided

☐ 3-Hole Drill

☐ Staple

☐ Saddle-Stitch

PAPER SIZE:

☐ 8.5x11

☐ 8.5x14

☐ 11x17

☐ 12x18

☐ 13x19

☐ 13x27

PAPER TYPE:

☐ 20# bond

☐ 24#/28# text

☐ 65# cover

☐ 80# ☐ text ☐ cover

☐ 100# ☐ text ☐ cover

☐ 120# cover

PAPER COLOR/FINISH:

☐ white

☐ specific color: _____

☐ satin/dull

☐ gloss

☐ pearl/linen

FINISHING (RICOH USE ONLY)

BINDING:

☐ Coil Bind

☐ GBC Bind

☐ Clear Cover

☐ Black or Blue Cover

LAMINATE:

☐ 8.5x11

☐ 11x17

FOLDING:

☐ Half-Fold

☐ Tri-Fold

☐ Z-Fold

☐ Gate Fold

CUTTING:

☐ Bleed

☐ No Bleed

Finished Size(s): _____

BILLING DETAILS (RICOH USE ONLY)

POS PAYMENT ENTRIES:

of clicks _____
 color or b&w _____
 # of sheets _____
 sheet size _____
 weight of paper _____
 cover or text _____
 wide format _____
 print (sq.ft): _____
 wide format _____
 mount (sq. ft.): _____

☐ Rush fee # of cuts _____
 # of folds _____
 # of stapled sets _____
 laminating pouch size _____
 # of laminating pouches _____
 # of drills per 500 sheets _____
 # of saddle-stitched sets _____
 # of scores per 500 sheets _____
 # of perforated sheets per 500 _____

Print Request Completed By: _____

Time of Completion: _____

Quality Checked By: _____

Business Cards

☐ qty 250 ☐ single-sided
☐ qty 500 ☐ double-sided

☐ linen sets of cards _____

Binding

of binds _____

of clear covers _____

of black/blue covers _____

☐ Coil ☐ GBC

of Waste _____