

SR # _____

ACADEMIC TECHNOLOGY SERVICES
PRINTING SERVICES
SERVICE REQUEST AUTHORIZATION FORM
PRINT SHOP - Phone: (210) 567-2315 • Fax: (210) 567-2240
DISPLAY - Phone: (210) 567-2285 • Fax: (210) 567-2278
OFFICE COPIERS - Phone: (210) 567-2294 • Fax: (210) 567-2298

IN

OUT

DISPLAY

CUSTOMER INFORMATION

Department: _____ Date Due: _____
Requestor: _____ Phone: _____ Fax: _____
Please Print (Last name, first name)
Project ID: _____ Dept ID: _____ Authorized Signature: _____

JOB DESCRIPTION: _____ **Last SR#:** _____
File name (File name/ Location): _____
Email (sent to: _____) CD/DVD Hard Copy Printed Sample Provided

JOB SPECIFICATIONS

POWERPOINT ROLL POSTERS - Final Size: 4x3 5x4 6x4 8x4 Other _____
Charts/Graphs/Photos Yes No Preflight Initials _____ Yes No
 SIGNS - Final Size: 18x24 24x36 Other _____
Photos Yes No Preflight Initials _____ Yes No

QUANTITY: _____

<p>MOUNTING:</p> <p><input type="checkbox"/> Foamcore: Color _____</p> <p><input type="checkbox"/> Mat Board: Color _____</p> <p>FINISHING:</p> <p><input type="checkbox"/> Cardboard Easel: Size _____</p> <p><input type="checkbox"/> Velcro: <input type="checkbox"/> Dots <input type="checkbox"/> Strip</p> <p><input type="checkbox"/> Grommets: _____</p> <p><input type="checkbox"/> Tubes: _____</p> <p><input type="checkbox"/> Laminating: <input type="checkbox"/> Encapsulated <input type="checkbox"/> Trim to Edge <input type="checkbox"/> Pouch</p> <p><input type="checkbox"/> BANNERS (OUTSIDE) - Final Size: 4 1/2 foot x _____</p>	<p>HANDOUTS</p> <p>Size: _____ x _____ Quantity: _____</p> <p>_____</p> <p>_____</p> <p>PROOF: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____</p> <p>_____</p>
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Additional Instructions: _____

Pickup (CXP PS) Deliver to Room # _____ Bldg. _____

Other Services Needed:	Activity	Date	Time	Initials

PRINTING SERVICES USE ONLY: