

# STATE OF LOUISIANA STATE PRINTING OFFICE PRINTING REQUEST

Date of Printing Request: \_\_\_\_\_

Normal Delivery

RUSH Delivery

Requested delivery date for RUSH orders: \_\_\_\_\_

Customer Requisition # _____	<b>D E L I V E R T O</b>	<b>Check here if job is to be delivered to the State Printing Warehouse</b> → <input type="checkbox"/>
<b>I N V O I C E T O</b>		<b>D E L I V E R T O</b>
Attention: _____		Attention: _____

Form No. _____	Revision Date _____	Form Name _____
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**Total amount requested** ←

Contact Person: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Is this a new form?  YES  NO, previous Job #: \_\_\_\_\_ ▶▶  Exact Repeat ▶▶  With Revisions

Proof required?  YES  NO Email address for Proof ▶▶ \_\_\_\_\_

Paper Size	<input type="checkbox"/> Letter <input type="checkbox"/> Legal <input type="checkbox"/> Half-sheet <input type="checkbox"/> Other _____				
Paper Type	Bond	Index	Envelopes (Reg)	Envelopes (Win)	Other
	<input type="checkbox"/> 20# <input type="checkbox"/> 24#	<input type="checkbox"/> 90# <input type="checkbox"/> 110#	<input type="checkbox"/> #9 <input type="checkbox"/> #10	<input type="checkbox"/> #9 <input type="checkbox"/> #10	
Paper Color	<input type="checkbox"/> Carbonless Color sequence for carbonless: Pg 1 _____ Pg 2 _____ Pg 3 _____ Pg 4 _____				
	<input type="checkbox"/> White <input type="checkbox"/> Yellow <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Pink <input type="checkbox"/> Gold <input type="checkbox"/> Other _____				
Ink Color	<input type="checkbox"/> Black <input type="checkbox"/> Brown <input type="checkbox"/> Blue <input type="checkbox"/> 4 Color Process <input type="checkbox"/> Other _____				
Hole Punch	▶▶ <input type="checkbox"/> Front Only <input type="checkbox"/> Front & Back ▶▶ <input type="checkbox"/> Head to Head <input type="checkbox"/> Head to Foot				
	5 hole: <input type="checkbox"/> Top <input type="checkbox"/> Left    3 hole: <input type="checkbox"/> Top <input type="checkbox"/> Left    2 hole: <input type="checkbox"/> Top <input type="checkbox"/> Left <input type="checkbox"/> See Attached Sample				
Unit Size	Pad: <input type="checkbox"/> 50 <input type="checkbox"/> 100 <input type="checkbox"/> 250 <input type="checkbox"/> Other _____ <input type="checkbox"/> Box Factory Option				
	Wrap: <input type="checkbox"/> 50 <input type="checkbox"/> 100 <input type="checkbox"/> 250 <input type="checkbox"/> 500 <input type="checkbox"/> Other _____				
Numbering	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, indicate beginning #: _____				

Additional Instructions (Folding, Stapling, Type of Binding, Etc....)

Sample provided with job?  YES  NO      E-File provided with job?  YES  NO  
 \*\*State Printing Office not responsible for incorrect printing of job with no sample provided\*\*

**State Printing Office**  
 P.O. Box 94095 Capitol Station  
 Baton Rouge, LA 70804-9095  
 (225) 219-9570 • FAX (225) 219-9573

**\* MUST BE FILLED OUT BY CUSTOMER \***

<b>CUSTOMER AGENCY #</b> _____	<input type="checkbox"/> AGPS ORDER # _____ <input type="checkbox"/> Non-ISIS agency <input type="checkbox"/> Payment to be made through GFS on PV2
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Signature of Approving Authority → \_\_\_\_\_ Date → \_\_\_\_\_