

STATE OF LOUISIANA STATE PRINTING OFFICE PRINTING REQUEST

Date of Printing Request: _____

Normal Delivery

RUSH Delivery

Requested delivery date for RUSH orders: _____

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

| | | |
|----------------|---------------------|-----------------|
| Form No. _____ | Revision Date _____ | Form Name _____ |
|----------------|---------------------|-----------------|

← **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 _____ | | | | |
| | ▶▶ <input type="checkbox"/> Front Only <input type="checkbox"/> Front & Back ▶▶ <input type="checkbox"/> Head to Head <input type="checkbox"/> Head to Foot | | | | |
| Hole Punch | 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 ***

| | |
|-----------------------------------|---|
| CUSTOMER AGENCY # _____ | <input type="checkbox"/> AGPS ORDER # _____ <input type="checkbox"/> Non-ISIS agency <input type="checkbox"/> Payment to be made through GFS on PV2 |
|-----------------------------------|---|

Signature of Approving Authority → _____ Date → _____