

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 _____
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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 _____ ▶▶ <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
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Signature of Approving Authority → _____ Date → _____