



CLIU Desktop Publishing/Word Processing Services Request Form

(Please submit form to the DTP Center.)

Department Budget Code: _____	(Mandatory)	Date Submitted: _____
Client Name: _____		Due Date: _____
Phone: _____		Email: _____
How are the materials being submitted?: <input type="checkbox"/> Hard Copy <input type="checkbox"/> USB or Flash Drive <input type="checkbox"/> Emailed to merkela@cliu.org		

Project Name: _____

Type of Project: _____

(For CLIU Business Cards, please use the Business Card Request Form located at www.cliu.org/page/131)

Size: ☐ 8½ x 11 ☐ 8½ x 14 ☐ 11 x 17 ☐ 12 x 18 ☐ 4¼ x 5½ ☐ 5½ x 8½ Other: _____

Printing: ☐ Color ☐ Black and White ☐ Single Sided ☐ Double Sided **Number of Copies:** _____

Paper Requested: ☐ Plain ☐ Glossy ☐ Super Glossy ☐ Photo Paper ☐ Cardstock (90 lb.) ☐ Cardstock (110 lb.)

☐ Vinyl

☐ Other: _____

☐ Other: _____

Paper Color Requested: _____

Other Options: ☐ 3-Hole Drill ☐ Staple ☐ Grommet

☐ Cut/Trim ☐ Paper Clip

☐ Fold ☐ Half-Fold ☐ Tri-Fold ☐ Notepads/Tablets

☐ Laminate ☐ Covers Only ☐ Rubber Band

☐ Comb Binding ☐ EZ Coil Binding

Special Instructions: *(Further information for project; Is CLIU letterhead or contact info necessary on project?; Any particular design or theme preferred?; etc.)*