

# PLANNING AND DEVELOPMENT PRINT REQUEST

Requestor's name: \_\_\_\_\_ Date: \_\_\_\_\_

Document name: \_\_\_\_\_

Number of copies: \_\_\_\_\_

Turnaround:  Guaranteed next day (50% Rush charge)  Guaranteed 1-3 days (25% Rush charge)  
 Standard 1-7 days (No extra charge)

File location:  On server (drop box)  Hard copy (front desk)

Paper size:  8.5x11  11x17  8.5x14

Paper type:  20# white (B&W document)  28# white (Color document)  
 Three hole punch  Other \_\_\_\_\_

Finishing:  Single sided  Double sided

Binding:  None  Staple  Velo 350 Sheets  GBC 250 Sheets  
 Sprial 200 Sheets  Saddle stitch 150 Sheets  Perfect bind 125 Sheets

Type of cover:  Card stock  Clear front-black back  None

Special instructions:

**4 Hours (100% Rush charge)**

Commissioner's signature: \_\_\_\_\_

## How to access the server:

For our internal staff, the file path is as follows: S:\PLDATA\OFFICE OPERATIONS\Graphics Shared

How to map it.: > my computer > tools > map network drive > then copy and paste the link above to where its states: Folder.

## GRAPHICS USE ONLY

# OF COLOR PAGES: \_\_\_\_\_

# OF B/W PAGES: \_\_\_\_\_