



# Arkansas State University-Beebe

## Print Shop Service Request Form

Email: [helpdesk@asub.edu](mailto:helpdesk@asub.edu)

Phone: 501.882.8999

**To the best of my knowledge, the material to be copied/printed falls within Arkansas State University-Beebe's graphic, publication/branding guidelines and U.S. Copyright Law.**

\_\_\_\_\_  
Signature MM/DD/YYYY  
\_\_\_\_\_ Date

### Self-service Printing

**Self-Service is available Monday-Friday, 8 a.m. – 5 p.m.**

Total Number of Copies  
\_\_\_\_\_ B/W  
\_\_\_\_\_ Color

Type of Paper  
 White  
 Color \_\_\_\_\_  
 Card Stock  
 Other \_\_\_\_\_

Stapled  
\_\_\_\_\_ Number of Packages  
Auto-stapled by Copier  
Machine

Account Number: \_\_\_\_\_ Department Name: \_\_\_\_\_

Phone Extension: \_\_\_\_\_ Printed Name: \_\_\_\_\_

### Printing Service

**Please allow at least 7 business days for print orders.**

Account Number: \_\_\_\_\_ Department Name: \_\_\_\_\_

Phone Extension: \_\_\_\_\_ Email: \_\_\_\_\_

Requestor (Printed Name): \_\_\_\_\_

Date Requested: MM/DD/YYYY \_\_\_\_\_ Date/Time Order Needed: MM/DD/YYYY - HH:MM \_\_\_\_\_

*Do not write ASAP – Enter date and time*

Number of Original Pages: \_\_\_\_\_  
*Count 2-sided originals as 2 pages*

#### Ink Selection

Total Number of Copies  
\_\_\_\_\_ B/W  
\_\_\_\_\_ Color

#### Paper Selection

Type of Paper  
 White  
 Color \_\_\_\_\_  
 Card Stock  
 Other \_\_\_\_\_

#### Paper Size

8 ½ x 11  
 8 ½ x 14  
 11 x 17  
 Other \_\_\_\_\_

#### Finishing

One-Sided  
 Two-Sided

Enlarged \_\_\_\_\_ %  
 Reduced \_\_\_\_\_ %

Collated  
 Uncollated

#### Folding

Half  
 Trifold  
 Z  
 Comb Binding

#### Staple

Top Left  
 Top Right  
 Other \_\_\_\_\_

#### Cut/Trim

1/2  
 1/3  
 1/4  
 Final Size \_\_\_\_\_

### Special Instructions

#### For Print Shop Use ONLY

Date Order Completed: \_\_\_\_\_ Operator's Initials: \_\_\_\_\_  
Copy Charges \$ \_\_\_\_\_ B/W  
\$ \_\_\_\_\_ Color  
Comb Binding \$ \_\_\_\_\_  
**ACCOUNT CHARGED** \$ \_\_\_\_\_