

## Printing Request Form

Job No.

Warehouse Direct | Email: [promotionalproducts@warehousedirect.com](mailto:promotionalproducts@warehousedirect.com) or  
[PrintingServices@LUC.edu](mailto:PrintingServices@LUC.edu)  
Phone: (847) 631-7144

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Department: \_\_\_\_\_ Building: \_\_\_\_\_ Room #: \_\_\_\_\_  
 Project Title: \_\_\_\_\_ Campus: \_\_\_\_\_

**Printing Services MUST have the following information BEFORE processing your order:**

Account No.:	Dept. Approval:
Date Ordered:	Date Due:

Copying: B & W	Copying: Color
# of Pages	Type of Paper
Quantity	Paper Size
Single Sided	Slip Sheet Color No.
Double Sided	of Tabs
Both	NCR
	Part    2    3    4    5

**FINISHING**

Collating	Stapling    #	Location
Drilling	GBC Binding	
Folding (Attach Sample)	Tape Binding	
Cutting	Rubber Band	
	Padding Sht/Pad	50    100

Special Instructions:

**ROUTING:** Printing Services is NOT responsible for jobs AFTER they leave the premises.

Pickup                  Delivery