



**NCDOT Printing Services by Xerox**  
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 1 S. Wilmington St, Raleigh, NC 27601  
 1527 Mail Service Center  
 919.707.2888



**PRINT REQUEST FORM**  
 Form Rev 1/25/22

<b>CUSTOMER CONTACT</b>	Name: _____	Date Requested: _____
	E-mail: _____	Date/Time Needed: _____
	Phone: _____ <input type="checkbox"/> office <input type="checkbox"/> mobile	Cost Center: _____
	Dept: _____	

**TYPE OF SERVICES REQUESTED**

<input type="checkbox"/> Digital Color Printing / Copying	<input type="checkbox"/> Scanning
<input type="checkbox"/> Digital Black & White Printing / Copying	<input type="checkbox"/> Envelopes
<input type="checkbox"/> Large Format Printing	<input type="checkbox"/> Finishing

**DIGITAL PRINTING SPECIFICATIONS**

<b>PAPER</b>	Quantity _____	Size: <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> 12 x 18 <input type="checkbox"/> 13 x 19 <input type="checkbox"/> Other _____		
	<input type="checkbox"/> Single-sided <input type="checkbox"/> Double-sided Source: <input type="checkbox"/> E-mail File <input type="checkbox"/> Physical Sample <input type="checkbox"/> USB Provided	Stock: <input type="checkbox"/> Regular Uncoated (20#) <input type="checkbox"/> 24# Uncoated <input type="checkbox"/> Cardstock, Uncoated (80/100#) <input type="checkbox"/> Color Paper (regular) _____ <input type="checkbox"/> Color Paper/Cover (cardstock) _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Customer Provided <input type="checkbox"/> Slip-sheets <input type="checkbox"/> Tabs (please provide instructions for labeling in "Special Instructions") No. Tabs: _____		
<b>FINISHING</b>	<b>***PLEASE PROVIDE ALL***          FILES AS PDFs!</b> Document Description (Ticket books, Manuals/books, Posters, Rack cards, Brochures, Booklets, etc.)	<input type="checkbox"/> 3-hole punch <input type="checkbox"/> 2-hole punch <input type="checkbox"/> top <input type="checkbox"/> left <input type="checkbox"/> Staple <input type="checkbox"/> top left single <input type="checkbox"/> left double	<input type="checkbox"/> Saddle-stitch (booklet) <input type="checkbox"/> Spiral/coil bind <input type="checkbox"/> Tape bind <input type="checkbox"/> Pad/Glue binding _____ sheets/pad glue: <input type="checkbox"/> top <input type="checkbox"/> left	<input type="checkbox"/> Laminating <input type="checkbox"/> Trimming <input type="checkbox"/> Folding <input type="checkbox"/> tri-fold <input type="checkbox"/> z-fold <input type="checkbox"/> half-fold

**LARGE FORMAT PRINTING**

Quantity _____	Size: <input type="checkbox"/> 18 x 24 <input type="checkbox"/> 22 x 34 <input type="checkbox"/> 24 x 36 <input type="checkbox"/> Other _____
<input type="checkbox"/> Black & White <input type="checkbox"/> Color	Stock: <input type="checkbox"/> 20# Bond <input type="checkbox"/> Photo Gloss <input type="checkbox"/> Vinyl <input type="checkbox"/> Window Perf <input type="checkbox"/> Other _____ Finishing: <input type="checkbox"/> Double Left Staple <input type="checkbox"/> Laminate <input type="checkbox"/> Foam-core <input type="checkbox"/> Grommets

ENVELOPES	SCANNING
Quantity _____ Address: _____ <input type="checkbox"/> 6 x 9 <input type="checkbox"/> #9 white <input type="checkbox"/> 9 x 12 <input type="checkbox"/> #10 white <input type="checkbox"/> 10 x 13 <input type="checkbox"/> Window	<input type="checkbox"/> Black & White No. Originals: _____ <input type="checkbox"/> Color No. End Files: _____ <input type="checkbox"/> 1-sided <input type="checkbox"/> 2-sided <input type="checkbox"/> USB Provided

**SPECIAL INSTRUCTIONS**

<b>PRINT SERVICES USE ONLY</b>	<input type="checkbox"/> Color 1 (Iridesse) <input type="checkbox"/> Roland Printer (Model) Used: _____ <input type="checkbox"/> Color 2 (Versant 280) <input type="checkbox"/> HP DesignJet # Impressions: _____ <input type="checkbox"/> BW 1 (PrimeLink 9136) <input type="checkbox"/> KIP Date completed: _____ <input type="checkbox"/> BW 2 (Nuvera)	<b>DELIVERY</b>	<input type="checkbox"/> Hold for Pickup <input type="checkbox"/> Ship via Courier MSC/Courier Number: _____
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