

Printing Requisition

District Printing
 1500 Plaza Way
 Hutchinson, Kansas 67501
 (620) 665-4522

Print order number _____ Date ordered _____ Date required _____

Job description _____ Deliver to _____

Requested by _____ **Account Number** _____

Department/Organization _____

Proof to _____ Room number _____ Phone _____

Quantity _____ Finished size _____

Paper _____ Weight _____ Finish _____ Color _____

Ink color(s) 1st side _____ 2nd side _____

Special instructions _____

Date received in Print Shop _____

Ordered by _____ Date _____

MATERIALS

	QUANTITY	SIZE	PRICE EACH	TOTAL
Negative				\$
Negative				\$
Plate				\$
Plate				\$
Paper				\$
Paper				\$
Other				\$
Other				\$
Approved by _____			Total	\$