

# PRINTING REQUISITION

Division of Printing

201 NW MacVicar, Topeka, Kansas 66606-2427

Customer Service: (785) 296-0533 or 296-7408 or 296-3631

Job Number

Agency/Div.No:

Printing  Copy Job  Stock Item

**ALWAYS SEND SAMPLES**

Date:

SEND SAMPLES FOR ACCURACY

Billing Name and Address

Ship To Address (if different from billing address)

Bill To:

Ship To:

Sfx	T/C	Ref. Doc.	Sfx	M	Fund	BFY	Index	PCA	Sub-Obj	Det	Amount	Agency Use
				#								

Use separate requisition for each job — Except DA Stock Forms or Business Cards.  
 Be sure copy and sample of stock accompany this requisition. SEND SAMPLES.

Estimated Cost—FOB Topeka

**IF PAPER NOT SPECIFIED - COLOR INK COPIES WILL BE PUT ON 28LB. WHITE COLOR MATTE TEXT & BLACK INK - 20LB. WHITE BOND**

Name Of Requisitioning Agency /Division:  Date Needed  P.O.#-REQ.#

Contact Person  Phone No.  Fax No.  E-mail  Last Previous Job No.

Publication Title:  Print: one sided only  head to head   
 two sided  head to foot   
 per original

Quantity  Print size: Width x Length  No. of Originals   
 New File  Revised  Reprint

Proof to: Name  Address  Phone No.  Fax No.

FILE SUBMISSION Name:  Stapling:  Collate Only:   
 FTP  Disk / CD  Email File  Typing Required  Hardcopy  11 on left  2 - Sidedstitch  Saddlestitch

Text Paper  inside Body  &  Outside Cover Paper  Ink: Body  Cover

Binding:  Plastic Spiral Coil  Black Tape  GBC Plastic  Perfect Bind  MatchbookCover  Pre No.Stamp: Begin:  End:

Folding:  Tri-fold  Half fold  Padding  Fan Apart  Perforating:  Punching:   
 No. per pad:  Top  Side

Special Instructions:  Packaging:  Shrink  per pkg  
 Box

Signature not required of Requisitioning Authority

PLEASE DO NOT WRITE BELOW THIS LINE

**COPIES:**

Sheets (1-sided):	<input type="text"/>
Sheets (2-sided):	<input type="text"/>
Misc:	<input type="text"/>