

Plotter/Banner Request Form

FOR PRINTING SERVICES USE ONLY

Date Submitted	Date Required
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1. DESCRIPTION OF ITEM REQUESTED: (attach sample)

Number of Copies: _____ Number of Pages: _____
 One-sided Two-sided

2. FILE INFORMATION (As Applicable):

**Printing Services will try to replace any poor-quality
USC logos used in your document with print-quality ones.**

Files Sent Via:

- FTP Folder _____
- Thumb Drive (Please label so it can be returned)
- Emailed to **artwork@printing.sc.edu**
 Person Sending Email _____
 Email Subject _____
 (Please provide job description in the subject line of email.)

Please **provide all Art or Links and Fonts.**
Laser printout of file should be provided.
If available, please provide a printed sample of previous edition of job.

3. PRINTING INSTRUCTIONS:

Media

- Phototex Photobase Vinyl
- Other _____ (ex. clear static/window cling)

Print Size Dimension

- Same Size (100%) Enlarge/Reduce: _____%
- _____ " x _____ " Exact Size Approx. Size

Trim

- Trim for Bleed Trim for _____" Mount Edge
- Vinyl Raw Edge Vinyl Finished Edge

Mount

- Black Foamcore White Foamcore
- Black Gatorboard White Corex w/ _____ Stakes

Lamination and Other Services

- Laminate
- Grommets _____ or Velcro _____
 Across Top _____ At Corners _____ Other _____
- Cardboard Easel Back
- Perimeter Trim (Frame-like Edging) _____

4. PROOFING:

- Proof Requested
 Email PDF To _____
 Other _____
- No Proof Requested

SPECIAL INSTRUCTIONS

5. DEPARTMENT INFORMATION (REQUIRED):

Department Name	
Building Name	Room
Contact Person	
Phone	Fax
Email	

- Pick-up @ Hampton Pick-up @ Russell House

Approver's Name (Print)
Approver's Signature

7. ACCOUNT INFORMATION (REQUIRED)

PeopleSoft	
Operating Unit	PC Bus Unit
Dept	Project
Fund	Activity
Class	If estimated, attach documentation.

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Estimator	Estimated Cost (<input type="checkbox"/> see attached)
Account 52051	