

# 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)**

<b>PeopleSoft</b>	
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	