

SR # \_\_\_\_\_

ACADEMIC TECHNOLOGY SERVICES  
**PRINTING SERVICES**  
SERVICE REQUEST AUTHORIZATION FORM  
PRINT SHOP - Phone: (210) 567-2315 • Fax: (210) 567-2240  
DISPLAY - Phone: (210) 567-2285 • Fax: (210) 567-2278  
OFFICE COPIERS - Phone: (210) 567-2294 • Fax: (210) 567-2298

IN

OUT

DISPLAY

**CUSTOMER INFORMATION**

Department: \_\_\_\_\_ Date Due: \_\_\_\_\_  
Requestor: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Please Print (Last name, first name)  
Project ID: \_\_\_\_\_ Dept ID: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

**JOB DESCRIPTION:** \_\_\_\_\_ **Last SR#:** \_\_\_\_\_  
File name (File name/ Location): \_\_\_\_\_  
Email (sent to: \_\_\_\_\_)  CD/DVD  Hard Copy  Printed Sample Provided

**JOB SPECIFICATIONS**

**POWERPOINT ROLL POSTERS** - Final Size:  4x3  5x4  6x4  8x4  Other \_\_\_\_\_  
Charts/Graphs/Photos  Yes  No Preflight Initials \_\_\_\_\_  Yes  No  
 **SIGNS** - Final Size:  18x24  24x36  Other \_\_\_\_\_  
Photos  Yes  No Preflight Initials \_\_\_\_\_  Yes  No

**QUANTITY:** \_\_\_\_\_

**MOUNTING:**

Foamcore: Color \_\_\_\_\_  
 Mat Board: Color \_\_\_\_\_

**FINISHING:**

Cardboard Easel: Size \_\_\_\_\_  
 Velcro:  Dots  Strip  
 Grommets: \_\_\_\_\_  
 Tubes: \_\_\_\_\_  
 Laminating:  Encapsulated  Trim to Edge  Pouch

**HANDOUTS**

Size: \_\_\_\_\_ x \_\_\_\_\_ Quantity: \_\_\_\_\_

**PROOF:**  Yes  No

**BANNERS (OUTSIDE)** - Final Size: 4 1/2 foot x \_\_\_\_\_

Additional Instructions: \_\_\_\_\_

Pickup ( CXP  PS)  Deliver to Room # \_\_\_\_\_ Bldg. \_\_\_\_\_

Other Services Needed:	Activity	Date	Time	Initials
<b>PRINTING SERVICES USE ONLY:</b>				