

KEEP CALM, AND DON'T FORGET TO SUBMIT YOUR

PRINT SHOP *Order*

Please Note:

- **PLAN AHEAD!** Print orders can take up to 2-3 weeks depending on Marketing staffing and workload. We will do our best to accomodate rush orders, but we generally cannot accept same-day requests.
- FSS facility marketing requests take priority over public print shop requests.
- The Marketing Office accepts payment by cash or check only. If you would like to pay with GPC, please bring your invoice to the Arts & Crafts Center (Bldg 685).

Document Title: _____ Unit/Facility: _____

POC & DSN: _____ Today's Date: _____

Print Shop Pricing

PRINTING

A1 (23.39" x 33.11").....	\$10.00
A2 (16.54" x 23.39").....	\$5.00
A3 (11.69" x 16.53").....	\$2.00
A3 double-sided	\$3.00
A4 (8.27 x 11.69).....	\$1.00
A4 double-sided	\$1.50
A4 cardstock	\$1.75
US Letter (8.5"x 11").....	\$1.00
US Letter double-sided.....	\$1.50
Business Cards (100 single sided).....	\$20.00
Business Cards (100 double sided)	\$30.00

FOLDING CHARGES

Tri-fold brochures (up to 100)	\$5.00
Booklets (up to 100)	\$10.00

LAMINATION CHARGES

A1	\$5.00
A2/A3	\$3.00
A4/US Letter.....	\$1.00

RETIREMENT CERTIFICATES

Package 1	\$15.00
Package 2	\$20.00

GRAPHIC DESIGN \$30/hour
Minimum 1 hour; inquire for custom quote

Order Form

Document Title: _____

Quantity Needed: _____

Date Needed: _____

Paper size: A1 A2 A3 A4
 US Letter Business Cards
 Other: _____

Paper type: Plain Cardstock
 Other: _____

Lamination: Y N

Design Changes Required? Y N

Notes/Special Requests (optional):

FOR MARKETING STAFF USE ONLY:

TOTAL COST: _____

DATE COMPLETED: _____ DATE PICKED UP: _____



A1

23.4 x 33.1 in
594 x 841 mm

A2

16.53 x 23.38 in.
420 x 594 mm

A3

11.7 x 16.5 in.
297 x 420 mm

A4

8.26 x 11.69 in.
210 x 297 mm

US Letter

8.5 x 11 in.
215.9 x 279.4 mm