

PRINT ORDER FORM

StFX University
Email: printshop@stfx.ca

COMPLETE FORM ONLINE

ALL PRINT ORDERS REQUIRE 3 DAYS NOTICE

Printing:

Files must be print-ready when submitted (File resolution must be equivalent to print order size)

Longer turn around times may be required for larger orders

Name:	<input type="text"/>	Number of Copies:	<input type="text"/>
Department:	<input type="text"/>	No. of Pgs in Original:	<input type="text"/>
Date Submitted:	<input type="text"/>	Print Output:	Dble Sided: <input type="checkbox"/> Paper Size: Letter (8.5 x 11): <input type="checkbox"/>
Date Print Job Required:	<input type="text"/>		Sgle Sided: <input type="checkbox"/> Legal (8.5 x 14): <input type="checkbox"/>
Account Number:	<input type="text"/>		Tabloid (11 x 17): <input type="checkbox"/>

FINISHING:

B&W:	<input type="checkbox"/>	Pages:	<input type="text"/>
Colour:	<input type="checkbox"/>	Pages:	<input type="text"/>
		Colour:	<input type="text"/>

Staples:

Top Left:	<input type="checkbox"/>
2 Along Top:	<input type="checkbox"/>
2 on Left Side:	<input type="checkbox"/>

Special Instructions:

Printer's Signature -

Date