

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 ☐ see attached
Account 52051	