VBprintShop
A DIVISION OF Liskey PRINTING

VBprintShop.com • PrintJob@VBgov.com

Job #: _____

Phone: 757.627.8712 • Fax: 757.689.4625
2405 Courthouse Drive • Building 2, Room B67
Virginia Beach, Virginia 23456

Virginia Beach City & Schools Printing Services — PRINTING REQUEST FORM

Please submit one request per item ordered • Please PRINT all information • All information MUST be filled out before request can be processed

Account Code No.*
(First 14 Digits REQUIRED)

❑ SWP Account   ❑ Pay at Pickup
*Please make all checks payable to: Liskey Printing

Department/School Name

Date Submitted

Address

Phone - Ext.

Contact Person

Fax Number

E-mail for Proofs

Cell Phone

Signature* X

*I have the authority to request printing and the presented materials are not registered or under copyright.

NOTE:
*Actual due date schedule is contingent upon the final proof approval date.
*Larger print runs or complex work may require longer lead times.

Delivery Instructions

❑ **Customer Pick-up**   ❑ **Deliver**   ❑ **Schools-Pony**   ❑ **Library-Pony**   ❑ **Warehouse**   ❑ **Other** _____

Job Information

Due Date*

Description

*Please Allow 10 Business Days (after artwork approval)

Form/File Name

Rush Job*? ❑ Yes   ❑ No
*Some jobs may be considered a rush if needed before 10 business days.

No. of Originals _____   **Quantity (Finished Pieces)** _____

Need Proof*? ❑ Yes   ❑ No
*Requesting additional proofs due to customer changes will result in a fee.

❑ **Color Copies**   ❑ **B/W Copies**   ❑ **BOTH**   ❑ **Other** _____
❑ **Single Sided**   ❑ **Double Sided**   ❑ **BOTH**   ❑ **Other** _____

Paper Size	Finished (Cut) Size
Paper Color	**Speciality Ink**
2nd Color Choice	**Multiples Per Page**

Paper

❑ **Bond** (20#-24#)   ❑ **Envelopes** (Please Include Sample)   **Carbonless**
❑ **Text/Offset**   ❑ **Business Cards**   ❑ **2 Part**   ❑ **3 Part**
❑ **Cover** (65#-80#)   ❑ **Other** _____   ❑ **4 Part**   ❑ **Other***

Finishing

❑ **Collate**   ❑ **Score**   ❑ **Perforate**
❑ **3-hole Drill**   ❑ **Distribution**   ❑ **Number**
❑ **Rubberband**   ❑ **Shrink Wrap**   Start # _____
  Sets of: _____   Sets of: _____   End # _____
❑ **Slip Sheets**   ❑ **Fold**   Ink Color for Numbering
  Color: _____   ❑ Bi-Fold   ❑ Black
❑ **Laminate**   ❑ Z-Fold   ❑ Red
  Size: _____   ❑ Wrap Fold   ❑ **Other** _____

SPECIAL INSTRUCTIONS

STAPLE

❑ **Left Corner**
❑ **Left Spine**
❑ **Booklet**

BIND

❑ **3-Ring Binder**
  Size: _____
  Color: _____
❑ **Comb** (GBC)
  Color: _____
❑ **Perfect** (Glue Bind)

CARBONLESS
❑ Top   ❑ Side

NOTE PAD
❑ Top   ❑ Side
❑ 50's   ❑ 100's

VBprintShop Use Only

Proof Approved: ____/____/____   USE: ❑ Printed Original
New Due Date: ____/____/____   ❑ Digital File

Rev. 10/12   **Date Received:** _____