



REQUEST FOR PRINT SERVICE

State Form 44874 (R14 / 10-13)
INDIANA DEPARTMENT OF ADMINISTRATION
PRINT VENDOR NOVITEX ENTERPRISE SOLUTIONS

FOR OFFICE USE ONLY

Date received (month, day, year)	Received by	NES job number
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CUSTOMER INFORMATION

Name of agency	Agency number	Name of department	NES billing / mail code
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AGENCY REQUESTOR AND AUTHORIZATION

Name of requestor	Telephone number	Authorized Signature	Name of Division Director
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JOB INFORMATION

Is this a State Form? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(State Form requests MUST be submitted to ICPR for specifications prior to printing.)</i> Contain a State Seal? <input type="checkbox"/> Yes <input type="checkbox"/> No Contain Confidential Information? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, complete & submit SF 53623 "Confidential Print and Mail Service Submission of Confidential Information")</i> A Government Publication? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(21 copies will be provided to State Libraries and Archives.)</i>	Quantity requested	
	Total originals	Is the original: <input type="checkbox"/> Attached or <input type="checkbox"/> Digital
	Require a proof? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of proofs required
Job Title / State Form number with Revision number		Description

DELIVERY INFORMATION

<input type="checkbox"/> Pick up. We will contact you.	Name of contact	Telephone number of contact	E-mail address of contact
<input type="checkbox"/> Deliver to:			Due Date
			Due Time

TYPE OF FORM

Flat sheet Booklet Card Envelope (size) Label (size) Unit set / Bond set Other

JOB SPECIFICATIONS

PAPER STOCK		COVER STOCK	
SIZE	<input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Other:	<input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Other:	
COLOR	<input type="checkbox"/> White <input type="checkbox"/> Other:	<input type="checkbox"/> White <input type="checkbox"/> Other:	
WEIGHT	<input type="checkbox"/> 20 # (28#, if color) <input type="checkbox"/> 18 # carbonless <input type="checkbox"/> 70 # <input type="checkbox"/> Other:	<input type="checkbox"/> 110 # (80 # if color print) <input type="checkbox"/> Blank Back Cover <input type="checkbox"/> Other:	
TYPE	<input type="checkbox"/> Bond <input type="checkbox"/> Carbonless <input type="checkbox"/> Index <input type="checkbox"/> Other:	<input type="checkbox"/> Tag <input type="checkbox"/> Index <input type="checkbox"/> Wraparound <input type="checkbox"/> Other:	
INK	<input type="checkbox"/> Black and/or <input type="checkbox"/> Color	<input type="checkbox"/> No printing <input type="checkbox"/> Black and/or <input type="checkbox"/> Color	
DUPLEX	<input type="checkbox"/> One Sided <input type="checkbox"/> Two Sided <input type="checkbox"/> Head to Head <input type="checkbox"/> Head to Foot	<input type="checkbox"/> One Sided <input type="checkbox"/> Two Sided <input type="checkbox"/> Head to Head <input type="checkbox"/> Head to Foot	
ORIENTATION	<input type="checkbox"/> Portrait <input type="checkbox"/> Landscape	<input type="checkbox"/> Portrait <input type="checkbox"/> Landscape	

FINISHING

<input type="checkbox"/> 3 Ring Punch <input type="checkbox"/> Collate <input type="checkbox"/> Dividers <input type="checkbox"/> Numbering (beginning number) <input type="checkbox"/> Other:			
BINDING	<input type="checkbox"/> GBC <input type="checkbox"/> Spiral <input type="checkbox"/> Tape <input type="checkbox"/> Pad - No. per pad	FOLDING	<input type="checkbox"/> Half <input type="checkbox"/> Tri - Fold <input type="checkbox"/> Z- Fold
STAPLING	<input type="checkbox"/> Top Left <input type="checkbox"/> Double Left <input type="checkbox"/> Landscape Left <input type="checkbox"/> Saddle Stitch <input type="checkbox"/> Other:	TABS	Color Sets Per Book <input type="checkbox"/> 3 Set <input type="checkbox"/> 5 Set
SHRINK WRAP	Number per package	CUTTING	x

MAILING AND INSERTING SPECIFICATIONS

Does job have inserts? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is inserted?
ENVELOPES	<input type="checkbox"/> Stock double window <input type="checkbox"/> Customer supplied - State Form number:

Additional instructions:

FOR OFFICE USE ONLY	IN	OUT	INITIAL	SPECIAL INSTRUCTIONS: (See page 2.)
SETUP				
PRINTING				
FINISHING				
MAILING				
SHIPPING				
Received by: (Customer Signature)		Date / Time		

REQUEST FOR PRINT SERVICE (continued)

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SPECIAL INSTRUCTIONS