



MISSOURI OFFICE OF ADMINISTRATION
STATE PRINTING CENTER
4720 SCRUGGS STATION ROAD
JEFFERSON CITY, MO 65109
PHONE (573) 751-3307
FAX (573) 526-7900

PRINTING REQUISITION

EACH PRINTING JOB **MUST** HAVE A
SEPARATE REQUISITION

JOB NUMBER

SPC CUSTOMER CODE

AGENCY REQUISITION NO.

STATE FORM NUMBER

MO

DATE SUBMITTED

DATE REQUIRED

DATE COMPLETED

REQUESTOR INFORMATION

DEPARTMENT

DIVISION

SECTION OR PROGRAM

ROOM NUMBER

CONTACT PERSON

ADDRESS

TELEPHONE NUMBER

E-MAIL ADDRESS

FAX NUMBER

AUTHORIZED BY

ESTIMATE (Good for 90 days for quantity shown)

☐ NEW

☐ EXACT

☐ PROOF

PREVIOUS JOB NUMBER

ESTIMATE GIVEN BY / ESTIMATE NO.

DATE

ESTIMATE AMOUNT

☐ REVISED

☐ REPRINT

☐ NEEDS?

DOCUMENT TITLE

QTY #1

QTY #2

QTY #3

NUMBER OF PAGES

TOTAL NO. OF FINISHED PIECES

FINISHED SIZE

PRICE QTY #1

PRICE QTY #2

PRICE QTY #3

FULL DESCRIPTION (ORIGINAL OR SAMPLE MUST BE ATTACHED)

☐ HARD COPY

☐ DISK

☐ FTP SITE

☐ VARIABLE DATA

☐ E-MAIL

☐ FILLABLE PDF

☐ OTHER

SYSTEM USED

SOFTWARE/VERSION

NO. OF SCANS

DESIGN

☐ PC ☐ MAC

CONSTRUCTION AND INK

☐ ONE SIDE

☐ TWO SIDE

☐ TUMBLEHEAD

☐ HEAD TO HEAD

VARNISH

BLEED

COVER INK COLOR(S)

TEXT INK COLOR(S)

☐

☐

☐ BLACK

☐ LASER BLACK

COLOR

☐ BLACK

☐ LASER BLACK

COLOR

PAPER SIZE, TYPE, AND COLOR

☐ 8 1/2" X 11"

☐ 20 # BOND

☐ 60 # OFFSET

☐ CARD STOCK

☐ COVER STOCK

☐ OTHER

☐ COATED

☐ 8 1/2" X 14"

COLOR:

☐ 11" X 17"

RECYCLED PAPER

NUMBER OF CARBONLESS PARTS

COLOR SEQUENCE OF PARTS (IF NOT STANDARD)

☐ 3 Hole Paper

☐

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

BINDING AND FINISHING

☐ PAD ONLY

☐ CHIPBOARD BACK

☐ 25

☐ 50

☐ 100

☐ TOP

☐ SIDE

☐ PAD, FAN-A-PART (CARBONLESS)

☐ TABS

☐ NUMBER

☐ ASSEMBLE

☐ DRILL NO. OF HOLES

☐ ASSEMBLE

☐ HOLES - REINFORCED

☐ BLACK

STARTING

☐ SCORE

☐ FOIL STAMPING

☐ CUT TABS:

☐ 5TH CUT

☐ (COLOR)

ENDING

☐ PERFORATE

☐ LAMINATING

☐ TABS - LAMINATED

☐ FOLD FINISHED SIZE

☐ BINDING

☐ INSERT

☐ MAILING

☐ STAPLE UPPER LEFT

☐ TAPE BINDING-QP

☐ SLIPSHEET

OF INSERTS

☐ TABBING

☐ STANDARD

☐ STAPLE

☐ COIL BINDING

☐ SHRINK WRAPPING

☐ ENVELOPES

☐ ADDRESSING

PERMIT NO.

☐ SADDLESTITCH

☐ VELO BINDING

PER PKG.

☐ SEALED ☐ UNSEALED

☐ LABEL

☐ PERFECT BINDING

☐ GBC BINDING

☐ CUT FINISHED SIZE

☐ OTHER

☐ 1ST CLASS

☐ DELIVER

DELIVER TO

LOCATION

ROOM NO.

QUANTITY

☐ WILL PICK UP
CALL WHEN READY

TELEPHONE NUMBER

RECEIVED BY

DATE

NUMBER OF CARTONS

QUICK COPY CENTER USE ONLY

COPY CENTER

MISCELLANEOUS

DATE RECEIVED

☐ DNR ☐ HLTH ☐ HST ☐ JB ☐ SPC

SINGLE

NO. OF COPIES

S OR D

NO. OF COPIES

S OR D

NO. OF COPIES

CC IMPRESSIONS (COLOR)

CC IMPRESSIONS (BLACK)

TOTAL CLC CHARGE

DUPLEX

NO. OF COPIES

NO. OF BINDINGS

BINDING CODE

HOURS GENERAL

HOURS COLLATING

CHARGE

NO. OF IMPRESSIONS