

# UNIVERSITY OF ALBERTA REQUISITION

Date Ordered: \_\_\_\_\_ Date Required: \_\_\_\_\_

Speed:      -

Contact: \_\_\_\_\_ Department: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Authorized Signature \_\_\_\_\_

Fax: \_\_\_\_\_ Print Name \_\_\_\_\_

E-mail: \_\_\_\_\_ Project Title: \_\_\_\_\_

Quote #: \_\_\_\_\_ Project Description: \_\_\_\_\_

Previous Order #: \_\_\_\_\_

# McCALLUM

PRINTING GROUP INC.

2-50 Cameron Library, University of Alberta T6G 2J8  
 Ph. 780.492.9491, Fax 780.492.9472, www.mcprint.ca  
 email: campus@mcprint.ca

Printing Cost				
Duplicating Cost				
Price list Items				
Subtotal				
GST	Code			
Total				

Docket #: \_\_\_\_\_

## STATIONERY PROGRAM

- Letterhead  Business Card  
 #10 Envelope  Compliment Slip

## PRE-PRESS

- Disk Supplied  Mac  PC  
 New  Repeat Dkt.# \_\_\_\_\_  
 File E-Mailed  Hard Copy Supplied  
 File Name to FTP: \_\_\_\_\_

## PROOF

- Fax  Plotter  
 Black Laser  PDF - E-Mail  
 Color Laser

## McPRODUCTS

Qty.	Item No.	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## PRINT DIGITAL PRINT PHOTOCOPY

Quantity \_\_\_\_\_

Flat Size: \_\_\_\_\_ (w) x \_\_\_\_\_ (h)

Finished Size: \_\_\_\_\_ (w) x \_\_\_\_\_ (h)

Number of Originals: \_\_\_\_\_

Full Color  Black Only  Black + Pantone \_\_\_\_\_  Pantone Colour(s) \_\_\_\_\_

1 side  2 sides  throughout  Number \_\_\_\_\_ to \_\_\_\_\_ Colour \_\_\_\_\_

FOR OFFICE USE ONLY		Operator	
Collating	Press Run	Master	Copies
Sets	Copies	F	F
		B	B

ADDITIONAL INFO: \_\_\_\_\_

## BINDERY

- Collate  Cutting/ Trimming  
 Pad \_\_\_\_\_ sheets/pad  
 Perforate  Score  
 Laminate G/M  Diecut  
 Fold: \_\_\_\_\_  
 Punch:  5 Hole  Left  
 3 Hole  Right  
 2 Hole  Top  
 1 Hole  Bottom  
 Corner Staple  
 Side Staple  Saddle Stitch  
 Cerlox Colour: \_\_\_\_\_  
 Plastic Coil Colour: \_\_\_\_\_  
 Shrinkwrap \_\_\_\_\_ /package

## PAPER

Cover: \_\_\_\_\_

Text: \_\_\_\_\_

Other: \_\_\_\_\_

## SHIPPING INFORMATION

As Above  Pick-Up Attn: \_\_\_\_\_

To: \_\_\_\_\_

**SECURITY**

THIS ORDER REQUIRES A HIGH LEVEL OF SECURITY  
 FURTHER DISCUSSION WITH SALES REP REQUIRED

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