

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the **hand** tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



Marketing and Public Relations
501 N Riverpoint Blvd MS 1015
PO Box 6000
Spokane WA 99217-6000

FORM REQUEST

Date of request _____ Date required _____ Job number _____

Exact title of form _____

Budget _____ Quantity _____ Estimated dollar amount _____

SCC SFCC IEL District Department _____

Contact person _____ Phone _____

Send final proof to _____ Phone _____ MS _____

Signature of supervisor _____

PROCEDURES

1. DO NOT SEND FORMS DIRECTLY TO CAMPUS PRINT SHOPS.
2. Any form that requires carbon, or is a highly specialized form will be sent off campus for printing. All other forms will be printed on campus. (If you are not sure about your particular form, contact Robin Cunningham in Purchasing, 434-5325.)
3. All forms printed on campus will be processed by Publications/Graphics. Layout and design assistance will be provided for any new or redesigned forms, even if they must be printed off campus. Contact Sarah Porter in Publications/Graphics, 434-5142.
4. If NCR paper rather than carbon is requested for either on-campus or off-campus printing, a justification for the NCR paper must accompany your request.
5. Submit your forms as far in advance as possible. Do not wait until your supply is depleted to reorder. **Allow a minimum of four weeks for on-campus printing and six weeks for off-campus printing.**

NOTE: This Form Request is for requesting forms only; it should not be used for any other publications request, such as letterhead, envelopes, brochures, etc. Please submit a Publications Request Form to Publications/Graphics, MS 1015, for those jobs.

SPECIFIC INSTRUCTIONS

A. ON-CAMPUS PRINTING

Complete the following information, attach a sample of form to be printed and submit the completed Form Request to Sarah Porter, MS 1015. After the form has been reviewed and a form number assigned, your request will be sent to Publications/Graphics for processing.

B. OFF-CAMPUS PRINTING

Complete the following information, attach 16 samples of the form you want printed WITH ANY CHANGES INDICATED ON ALL SAMPLES. Submit the Form Request with a completed Purchase Requisition form to Sarah Porter, MS 1015. After it has been reviewed and a form number assigned, your request will be sent to Purchasing for processing.

If you have any questions on ordering procedures for forms, please contact Robin Cunningham, Purchasing, 434-5325.

(over)

DEFINITION OF TERMS

SNAP-OUT STUB

Usually a 5/8" or 1/2" section of the form to which the carbon is attached for easy removal. The snap-out stub is located on either the top or the side of the form.

MARGINALS

Labels that appear in the margins of multi-part forms. Such labels may be printed in a different color ink than the rest of the form and usually indicate which departments receive copies.

BACKPRINTING

Printing on the back side of the form. Generally instructions for use and background information is printed on the back side of the form.

PINFEEED

A form with perforations on the sides so that it can be fed through a computer printer.

FILL IN COMPLETELY

USE

Form will be used:

- on campus off campus both
- New form
- Reorder (attach samples; no changes)
- Reorder (attach samples; mark changes on all copies)

PAPER (orders of 1000 or less per year)

NCR—How many parts? _____

Color of each part _____

Justification attached (required for NCR paper)

CARBON

How many parts? _____

Color of each part _____

Carbon color black blue

Carbon size half sheet full sheet

INK

Color of ink for each page _____

NUMBERING

Does form need to be numbered yes no

If yes, beginning number _____

If reorder, last number printed on previous order _____

Color of ink for number _____

Location of number on form _____

SNAP-OUT STUB

Does form require a snap-out stub? yes no

Location of stub top left side right side

Size of stub _____

Size of form without stub _____

MARGINALS

Does the form require marginals? yes no

Location of marginals

top bottom left side right side

Color of marginals _____

Marginal wording—each page _____

BACKPRINTING

Does form have backprinting? yes no

Which pages _____

Color of ink _____

OTHER

Continuous form yes no

Pinfeed yes no

both sides left only right only

FOR OFFICE USE

Form number assigned _____

Copy to Publications/Graphics for edit/design _____

Copy to SFCC for printing _____

Camera-ready copy to Purchasing for printing _____

CCS logo (off-campus forms) _____