

# PRINT REQUEST

Please complete the form, resave it, and email it to [printing@esrl.org](mailto:printing@esrl.org)

## INFO





Invoice # (ESRL will fill out)

Deliver To (Name)	County/Branch	Date Needed	<b>RUSH!</b>
Delivery Address			Quantity
File Name			Reprint?

## PROJECT SIZE

 Business Card 3.5x2	 Bookmark 2x8	 Rack Card 4x9	 Flier 8.5x11	 Poster 8.5x14	 Large Poster 11x17	 Other?
 Double Sided?	 Bleed?					

## FOLDS, CUTS, & STAPLES

 Tri-Fold Brochure	 Half-Fold Vertically	 Half-Fold Horizontally	 Stapled (Booklet or Newsletter)
--	---	---	---

## PAPER

70# Offset	100# Gloss Text
100# Matte Text	80# Uncoated Cover
12PT Gloss Cover	
Other (Cost May Vary)	

## NOTES