Department of General Services

State Printing & Duplicating Requisition Form
Spring Grove Hospital, Patterson Ave, 201 W. Preston St.
Print Director – Anthony Lisby, Print Manager – Ruth Horsey Rm B-1. 301 W. Preston St. Balt. Md, 20201 Tel. (410) 767-3183

Job #.	UA #.	☐ Printing ☐ Graphics
Requisition Date:	Requested Due Date:	
Customer/Contact Information	Ship To Address	
Name: Agency/ Division: Phone #: Fax#: E-mail:	Agency & Division Name Street Address & Room/Floor # City, State & Zip Code	

Duplicating Specifications

COPYING	PAPER	FINISHING
☐ BLACK & WHITE COPYING # of Originals # of Copies # of Impressions ☐ CUSTOMIZED WORK # of Originals # of Copies # of Impressions ☐ 1→1 (single sided) ☐ 1→2 (two sided) ☐ Other	SIZE ☐ 8½" × 11" ☐8½" × 14" ☐11 × 17" ☐ Other (Specify) Color ☐ White ☐ Blue ☐ Gray ☐ Yellow ☐ Peach ☐ Salmon ☐ Goldenrod ☐ Purple ☐ Green ☐ Parchment (e.g. Blue, Gray, Gold, White) ☐ Other(Specify) WEIGHT/TYPE ☐Cover Stock (Color) ☐Color Copier Paper – (28#). ☐Color Copier Cover (60#) (80#) ☐Crack & Peel ☐State Seal Bond ☐NCR/Carbonless Parts (e.g. 2,3,4,5)	☐ Collate ☐ Fold ☐ Cut/Trim ☐ Corner Staple ☐ Side Staple ☐ Saddle Stitch ☐ Strip Bind ☐ Velo Bind ☐ GBC Comb Bind ☐ Laminate ☐ Padded in (e.g. 50's, 100's, 150's) ☐ Drill/Punch Holes (e.g. 2, 3, other) ☐ Shrink Wrap in (e.g. 50's, 100's, 150's) ☐ Band Wrap in (e.g. 50's, 100's, 150's

☐ Business Cards ☐ (400 per Set) # of Sets ☐ Other # of Sets	**State Printing & Duplicating** requires that all agencies review and approve a proof of their jobs. You may waive this right by checking "No Proof Required" and signing your name in the space below. By doing so, you are assuming responsibility for author's errors and deviations appearing in the final product. ☐ Proof Required ☐ No Proof Required Signature

SPECIAL INSTRUCTIONS (include any comments for Duplicating/Graphics staff below)

Agency Code FY Index PCA AOBJ

Funds Are Certified In An Amount $

Certified By Title Phone # Date