



COOK COUNTY BUREAU OF ADMINISTRATION
 printing & graphic services
 2323 S. ROCKWELL ST. / 69 W. WASHINGTON ST. - CHICAGO, IL



PRINT ORDER NO.

DESCRIPTION:

QUANTITY

ORDERED ON:

WANTED BY:

PICK-UP / DELIVERY LOCATION:

ORIGINATOR:

TITLE / POSITION:

DEPARTMENT:

DEPARTMENT HEAD:

COST CENTER:

BUDGET UNIT #:

CONTACT PHONE:

CONTACT EMAIL:

PRODUCTION

PRODUCT:

SIZE / DIMENSIONS:

QUANTITY

STOCK:

OF DIFFERENT ORIGINALS:

STOCK COLOR:

PRINTING:

INK COLOR:

SPECIALTY LOGOS & SEALS:

PLACEMENT:

FINISHING:

BINDERY:

REMARKS:

PRE-PRESS

IS TYPESETTING NEEDED?

SAMPLE PROVIDED?

NEED A PROOF?

NOTES FOR GRAPHICS TECH:

FOR PRINTSHOP USE ONLY - TO BE FILLED OUT BY SUPERVISOR

NO. UP: _____

PRINTING COST: _____

FINISHING COST: _____

BINDING COST: _____

ADDITIONAL COST: _____

TOTAL COST: _____

RECEIVED BY: _____

PRESS OPERATOR: _____ DATE: _____

DATE PAID: _____

Click the link below to submit your request: