



COMMONWEALTH OF MASSACHUSETTS
 Franklin County Sheriff's Office
 160 Elm Street, Greenfield, MA 01301
 Telephone: (413) 774 4014 ext. 2166
 Facsimile: (413) 223 8633

EXTERNAL PRINTING REQUEST FORM

▶ PRINTING SERVICES ARE AVAILABLE TO STATE, MUNICIPAL, SCHOOLS AND NON-PROFIT ORGANIZATIONS ◀

All other requests **must be** approved by the Assistant Superintendent of Support Services, this does not insure that the request will be accepted.

Billing Information			Contact Information	
Name of Business/Agency/School			Telephone	
Contact Person			Cell Phone (optional)	
Address			Email	
City/Town	State	Zip Code	Tax Exempt Number (must include)	Date Needed (not ASAP)

Project Information

All jobs submitted to the Graphic Arts Department of the Franklin County Sheriff's Office must have this form attached to it, even if previously submitted. We do not hold standing orders, each order is done as if it was the first time.

▶▶ Payment must be made at time of pick up of product by Check, Cash (exact change) or Money Order. ◀◀

Product (please attach sample if possible)

<input type="checkbox"/> Banner	<input type="checkbox"/> Booklet	<input type="checkbox"/> Brochure/Flyer	<input type="checkbox"/> Business Cards	<input type="checkbox"/> Envelopes	<input type="checkbox"/> NCR Form	<input type="checkbox"/> Postcards	<input type="checkbox"/> Other
Number of Pages	Quantity	Finished Size					

Project Description (Please specify any project notes here or attach a sample of the project)

***** Note:** Any special paper orders may incur additional charges to the quote.

Booklet Printing		Finishing Options			
<input type="checkbox"/> Cover	<input type="checkbox"/> Insides	<input type="checkbox"/> Binding	<input type="checkbox"/> Folding	<input type="checkbox"/> Stapling	<input type="checkbox"/> Holes
<input type="checkbox"/> Same as insides → <input type="checkbox"/> Cover (65lb.)	<input type="checkbox"/> Regular (20lb.) <input type="checkbox"/> Premium (24lb.)	<input type="checkbox"/> Coil 44:1 <input type="checkbox"/> Saddle <input type="checkbox"/> Perfect Bound	<input type="checkbox"/> Half <input type="checkbox"/> Tri-Fold	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Saddle	<input type="checkbox"/> Coil 44:1 <input type="checkbox"/> Top (2) <input type="checkbox"/> Side <input type="checkbox"/> 2 <input type="checkbox"/> 3

We offer limited typesetting to our customers. The demand for our services has placed restrictions on this part of our program and as such you may be required to produce finish copy in the form of hard or digital for reproduction. Cost per page will be included in the estimate. Special paper orders may be done at an addition cost for

Disclaimer

This form is for informational purposes only. Submission of this form does not contractually bind the Graphic Arts Department at the Franklin County Sheriff's Office. All information given will be used for approval and printing purposes only. The Franklin County Sheriff's Office is not responsible for the proof reading of any project not typeset on-site. Any changes made by the requestor after the project is started will be subject to additional charges.

Requestor's Signature _____

Date _____