

# Request for Printing Guide (DC-258)

## Customer #:

Please reference customer number here, if you do not know your number you can contact customer service and get it.

## Ship to Address:

- Include agency name and requestor name.
- Use your complete physical address along with room number, suite number, etc.
- Include your zip code for UPS delivery/or delivery of proof.

## Contact Person & Phone Number:

- Include a contact name and phone number in case we have questions regarding your print order.

## Bill To:

- Use your complete agency name – Please no abbreviations.
- Please include your complete mailing address or MSC for proper billing.

## PO/Requisition #:

Reference a purchase order, 702 number, or the last name of requestor for instance, if you are required to enter your order thru eprocurement, this number is to be referenced in this space.

## Date Needed:

Please let us know what date you will need your job back. If your order is received and the date does not meet our required lead time, you will be contacted by our staff with the anticipated delivery date for your job. Never use ASAP as a date needed.

## Quote #:

Indicate your quote number in the box provided if your job was quoted.

## Cost Statement Box:

- Be sure and indicate whether your print job needs a cost statement or not and initial it in the box. Your job has to have a cost statement if it is going to be given out to the public.
- Please indicate where in your document that this statement needs to be printed.

## Proof:

- Indicate in this block whether you would like a proof of your document prior to printing.
- It is imperative that the proof be turned in as soon as possible in order to proceed with printing your document.
- If your job requires typesetting, there is a proof automatically sent to you for prior approval before printing.

**Note:** Should the proof copy need to be sent to an address different from the ship to, please indicate and give address and contact person in “other instructions.”

## No. of Originals:

- This tells us how many originals there are in your print job. This can be tricky. The number of originals depends on the number of pages in your document and the number of colors in your document when there is spot color involved. One sheet of paper that prints front and back is considered as 2 originals. Also, one sheet that prints front only but in 2 colors is considered 2 originals.

## Number of copies each page:

Total number of printed copies of your finished document.

## Ink Color:

Specify ink color, use PMS number for ink colors other than black. If a PMS color is not specified, you will be contacted by our customer service department. We can not pick your color for you. PMS Color Charts are available for purchase from our print plant.

## **Finished Paper Size, Color and Weight:**

- Size of document in inches after the completion of printing.
- We have paper swatch books available for our customers so they can pick the exact paper and exact weight of their paper.

## **Printing Instructions**

### **Print:**

- This is where you indicate how your job is to be printed. Whether it is front only, front and back or both and how many originals for each.
- Collation is generally used for the printing of NCR Forms. We have several pre-collated forms in stock but if a different sequence is required, indicate that the job has to be collated and the color sequence desired.
- Stapling: Mark this if your job is to be stapled and how it is to be stapled. The most commonly used method is one staple in the top left hand corner.
- Punching: If you need your document drilled, this is where it is noted on your purchase order. The standard 3 hole punch can be marked where indicated, or if you have a different drilling request, you simply circle punch and mark sample attached and indicate how many holes need to be drilled. Be sure to attach the sample for proper drilling.
- Folding: There are different types of folds available. Letterfold being the most popular can be marked where indicated, otherwise it is the same way as with drilling, you circle fold and mark sample attached and indicate how many folds there are in your document.
- Head to Head: This is when your document prints front and back. Basically this means that your document is printed with the head of the front and the head of the back printed at the top of the page so when you flip back and forth the printing on both sides is going in the same direction.
- Head to Foot: This is also dealing with a double sided document. What this means is when the front of the page is printed in one direction and back side is printed from the other direction. When you flip from front to back the top of page one is at the same end as the bottom of page two and vice versa.

### **Special Instructions:**

This is where you list any pertinent information about your job that you would like the plants to know. For example, if you are providing negatives to the print plant, you could write that in here or if the proof is to go somewhere other than the ship to address.

## **Binding Instructions**

### **Padding:**

- This is marked if you want your job padded by listing how many sheets you want per pad and how you want your job glued.
- Chipboard: Any job that is padded automatically has chipboard put in the back of it. If you do not want chipboard then you mark no where it asks and we won't use chipboard.

### **Type of Binding:**

- There are essentially 3 different types of binding. Tape, Spiral (GBC – Flat plastic or Coil), and Perfect Binding. Here is where you indicate which type you prefer. Tape binding is generally used on receipt books that don't require wraparound covers. Perfect Binding is used on manuals and larger books and spiral binding is used on books also. When ordering spiral binding, you must indicate whether you want GBC or Coil Binding, otherwise it could cause a delay in your job due to someone having to contact you to find out which you prefer.
- Shrink Wrapping: This is recommended for high quantity print jobs. 500 single sheets is the largest quantity that can be wrapped in a pack.

### **Perforate:**

- Here is where you indicate whether your job has a perforation or not. You need to indicate where you want the perf and if it is a NCR job, indicate how many copies perforate.
- Score: Scoring is done if the paper is cover or index stock to allow for easier folding.

### **Requested By:**

We must have a signature to process your job. If you are the requester, place your signature on this line and submit to our office. If you are required to have a signature from a supervisor for approval, there is a line provided for that.

### **Form Submission Options:**

1. Email to: [ceprint@doc.state.nc.us](mailto:ceprint@doc.state.nc.us)
2. Print and Fax to: Customer Service – 919-716-3975
3. Print and Mail to: Correction Enterprise, 2020 Yonkers Rd., MSC 4240, Raleigh, NC 27699