STATE OF LOUISIANA
STATE PRINTING OFFICE
PRINTING REQUEST

Date of Printing Request:_____

☐ Normal Delivery

☐ RUSH Delivery

Requested delivery date for RUSH orders:_____

Customer Requisition #

Check here if job is to be delivered to the State Printing Warehouse ➡ ☐

INVOICE TO

Attention:

DELIVER TO

Attention:

Form No.	Revision Date	Form Name

Total amount requested ⬅

Contact Person:_____

Phone #_____ Email:_____

Is this a new form? ☐ YES ☐ NO, previous Job #:_____ ▸▸ ☐ Exact Repeat ▸▸ ☐ With Revisions

Proof required? ☐ YES ☐ NO Email address for Proof ▸▸_____

Paper Size	☐ Letter ☐ Legal ☐ Half-sheet ☐ Other _____
Paper Type	Bond: ☐ 20# ☐ 24# · Index: ☐ 90# ☐ 110# · Envelopes (Reg): ☐ #9 ☐ #10 · Envelopes (Win): ☐ #9 ☐ #10 · Other
	☐ Carbonless Color sequence for carbonless: Pg 1_____ Pg 2_____ Pg 3_____ Pg 4_____
Paper Color	☐ White ☐ Yellow ☐ Blue ☐ Green ☐ Pink ☐ Gold ☐ Other_____
Ink Color	☐ Black ☐ Brown ☐ Blue ☐ 4 Color Process ☐ Other_____ ▸▸ ☐ Front Only ☐ Front & Back ▸▸ ☐ Head to Head ☐ Head to Foot
Hole Punch	5 hole: ☐ Top ☐ Left 3 hole: ☐ Top ☐ Left 2 hole: ☐ Top ☐ Left ☐ See Attached Sample
Unit Size	Pad: ☐ 50 ☐ 100 ☐ 250 ☐ Other_____ ☐ Box Factory Option Wrap: ☐ 50 ☐ 100 ☐ 250 ☐ 500 ☐ Other_____
Numbering	☐ YES ☐ NO If yes, indicate beginning #:_____

Additional Instructions *(Folding, Stapling, Type of Binding, Etc....)*

Sample provided with job? ☐ YES ☐ NO E-File provided with job? ☐ YES ☐ NO

State Printing Office not responsible for incorrect printing of job with no sample provided

State Printing Office
P.O. Box 94095 Capitol Station
Baton Rouge, LA 70804-9095
(225) 219-9570 • FAX (225) 219-9573

✱ MUST BE FILLED OUT BY CUSTOMER ✱

CUSTOMER AGENCY #

____ ____ ____

☐ **AGPS ORDER #**_____

☐ **Non-ISIS agency**

☐ **Payment to be made through GFS on PV2**

Signature of Approving Authority ➡ _____ Date ➡ _____