



General Print Room Digital Submission Form

Name

Department

Coding or account

Please provide a
complete code

Email or phone #

Shipping Address

Include room
number if applicable

Date Required

Number of copies required

Pages In document

Print Type

Black



Paper Color : If there is more than one color specify what order they will go in below and what pages each will be

White	Yellow	Other
Blue	Ivory	
Green	Pink	
Grey	Mauve	

Paper Size

8.5x11 Letter	11x17 Tabloid	Other
8.5x14 Legal	12x18 Oversized Tabloid	

Finishing Options:

3 Hole Punch	Binding Spiral coil (Max 150pages)	Cutting / Trimming
Staple	Binding Cerlox combs (Max 500	Folding / Scoring
1 Sided	pages) Folded Booklet (max 100 pages)	
2 Sided	Binding Cover Color	

- For hard copy to PDF. Please drop off or mail files to the Moncton Print Room A1133
- Where possible please allow 3-5 business days for printing
- If you have specific printing requirements and are unsure how to detail them, please contact the print centre and we will work with you to meet your needs."

Please add as many details here as you can