



**CUSTOMER & GOVERNMENT  
INFORMATION SERVICES**

CHURCH FOLLY | GRAND TURK  
TURKS & CAICOS ISLANDS  
TKCA1ZZ

**TEL:** (649)338-3376/3

**EMAIL:** cgis@gov.tc

**WEBSITE:** www.gov.tc/cgis

**PRINTING REQUEST FORM**

MIN.NO. DEPT NO. ACT. NO.

Department/ Private \_\_\_\_\_ Account Number \_\_\_\_\_  
Requested by (name) \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Date Work Submitted \_\_\_\_\_ Date Work Needed \_\_\_\_\_  
Job Processed By: \_\_\_\_\_ Date Job Completed \_\_\_\_\_

**PRINTING Please check one**

☐

Print in B&W

☐

Print in Color

☐

Large Format Poster Printer \_\_\_\_\_

Job Name \_\_\_\_\_

Electronically Sent Filename \_\_\_\_\_

Specify Number of Originals \_\_\_\_\_ Quantity Needed \_\_\_\_\_

Starting No. \_\_\_\_\_ Ending No. \_\_\_\_\_

Special Instructions \_\_\_\_\_

**Select ONE:**

- ☐ 1 to 1 sided  
☐ 1 to 2 sided  
☐ 2 to 1 sided  
☐ 2 to 2 sided

**Select ONE:**

- ☐ Collated  
☐ Uncollated

**PAPER**

**List requested paper stocks - Fill in completely** (If you do not fill in a color, it will be printed on white):

Item	Paper Size	Weight (specify cover or text)	Description / Color

**FINISHING Check all that apply:**

**JOB REVIEWED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

- ☐ Fold (type) \_\_\_\_\_  
☐ Score \_\_\_\_\_ ☐ Perforate \_\_\_\_\_ ☐ Lamination \_\_\_\_\_ ☐ Cut & Stack \_\_\_\_\_  
☐ Pad: \_\_\_\_\_ ☐ No. of pads \_\_\_\_\_ Shts per pad \_\_\_\_\_  
☐ Staple: No. \_\_\_\_\_ Location \_\_\_\_\_  
☐ Hole Punch: No. \_\_\_\_\_ Location \_\_\_\_\_

**PRINT CENTER USE ONLY**

Job Number \_\_\_\_\_ Other \_\_\_\_\_ Department \_\_\_\_\_

Set Up \_\_\_\_\_ Bind \_\_\_\_\_ Laminate \_\_\_\_\_

Print \_\_\_\_\_ Perforate \_\_\_\_\_ Number \_\_\_\_\_

Print Name \_\_\_\_\_ Sign. \_\_\_\_\_ Date \_\_\_\_\_ TOTAL COST \$ \_\_\_\_\_