DESIGN, PRINTING & MAILING SERVICES AT DARTMOUTH COLLEGE
Hillcrest Building • Hinman Box 6113
(603) 646-2642 • Fax: (603) 646-3930
Email: dpms@dartmouth.edu • www.dartmouth.edu/~dpms

DPMS REQUISITION

GL Chart String

Entity	Org	Funding	Activity	SubActivity	Natural Class

PTAEO

Project	Task	Award	Expenditure Type	Org

Ordered by:		Phone:	Fax:	Hinman Box:
Department:		Delivery Address:		
Description:		Quantity:	Date Needed:	Previous Job No.

☐ New Job with Design ☐ Type changes only ☐ Reprint - no changes needed

Customer Supplied File Names & Applications *(be sure to include hard copy and all fonts and graphic files needed to print the job)*:

Stock: ☐ Text ☐ Cover ☐ 8 1/2 x 11 ☐ 11 x 17 ☐ Match Sample ☐ Other _____

☐ Envelope ☐ #9 ☐ #10 ☐ Match Sample ☐ Other _____

Ink: ☐ Black ☐ 349 Dartmouth Green ☐ 4/C ☐ Match Sample ☐ Other _____

Bindery *(include sample)*: ☐ Fold ☐ Collate ☐ Staple ☐ Pads of _____ ☐ Perf ☐ Score

☐ Numbering - start with _____ ☐ Drill - No. of holes and position _____

☐ Other _____

Special Instructions: