



IWK Requisition - Printing &/or Graphic Design from Queen's Printer

Email your completed form to Queen's Printer: DOCUTRAD@novascotia.ca

Deliver to IWK Department/Program: _____ Date: _____

IWK Site, Floor, Rm#: _____ Phone: _____

IWK Contact Person: _____ IWK Cost Code: _____ Email: _____

PRINTING	FINISHING
No. of Pages in Document: _____ ☐ Single-sided	☐ Collate ☐ Staple ☐ In Sections
No. of Copies Requested: _____ ☐ Double-sided	☐ Tabs ☐ Printed Inserts ☐ Blank Inserts
Ink Colour: ☐ Black ☐ Colour _____	☐ 3 Hole Punch ☐ Cerlox Bind _____
Stock Size: ☐ 8 1/2 x 11 (letter) ☐ 8 1/2 x 14 (legal) ☐ 11 x 17 (ledger) ☐ Transparency	☐ Laminate ☐ Cut NCR: ☐ 2 Part ☐ 3 Part
Stock Colour: _____	Pad: ☐ 50 shts/pad ☐ 100 shts/pad ☐ Other _____
Covers: ☐ Front ☐ Back Stock Colour: _____	Fold: ☐ Half ☐ Letter ☐ Accordion ☐ Double Parallel
Total Impressions: _____	Appointment/Business Cards: ☐ 250 ☐ 500 ☐ 1000
Graphic Design: ☐ Y ☐ N Job Time: _____	It is the responsibility of the requisitioner to ensure that written permission has been obtained to reproduce copyright materials.

Instructions/Request(s) to Queen's for Formatting/Printing (eg Quote Request):

Required by Date: _____

Office Use Only by Queen's Printer	
Queen' Price Quote or Other Information: \$	_____

Queen's Contact Person:	_____

For bulk printing orders:

eg - FRENCH
*If translation, type PL-####-LANGUAGE

Form #	Quantity	PL # 	Quantity
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