

# Print Shop Request

**Standard Production Estimates**    **Print Only:** 5 business days\*    **Design Only | Design & Print:** 10 business days\*

\*Subject to change depending on the level of editing requested during the QC (Quality Check) process. Business days do not include weekends, US federal or Japanese holidays.

## Contact Information

\*required field

**Name\***

**Additional Email**

**Phone Number\***

**Additional Email**

**Email\***

**Additional Email**

**Squadron** (if applicable)

Price Quote and digital proof (if selected) will be sent to these emails.

## Print Request Information

\*required field

**Request Type\***

New Design     Print Only     Update & Print     Lamination Only

**Request Details\***

If you have specific design preferences, let us know here! The more details you provide, the better product we can make for you.

## Print Materials

<b>Half Letter (5.5x8.5)</b> --	<b>Quantity</b>	<b>Lamination</b> <input type="checkbox"/>	<b>Banner (priced per ft of material length)</b> --	<b>Quantity</b>
<b>Flyer (8.5x11)</b> --	<b>Quantity</b>	<input type="checkbox"/>	<b>Ticket (7.9x2.3)</b> --	<b>Quantity</b>
<b>Poster (22x28)</b> --	<b>Quantity</b>	<input type="checkbox"/>	<b>Stickers</b> --	<b>Quantity</b>
<b>Custom Size</b> Enter custom size	<b>Quantity</b>	<input type="checkbox"/>	<b>Booklet (page count in multiples of 4)</b> --	<b>Quantity</b>
<b>Photo Prints</b> --	<b>Quantity</b>		<b>Business Card (3.8x2.3)</b> --	<b>Quantity</b>
Photo prints are printed on Glossy Photo Paper.			Business cards are priced per sheet. 8 cards can fit per sheet.	

## Additional Services

Certain request types may require additional service fees.

\*required field

**Card Cutting**

Applies to Business Cards.

**Grommets**

Applies to Banners (if needed).

**Die Cut**

Applies to Stickers.

**Design Fee**

Applies to a New Design.

**Rush Fee**

**Binding (only 8.5x11 and 5.5x8.5 can be bound, max 425 pages)**

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**How would you like to proof the quality of your order?\*** --

If you select "digitally," we will email you a file for approval before printing. If you select "in person," we will contact you when it is ready to view.

Please e-mail this form to: [misawa.marketing@gmail.com](mailto:misawa.marketing@gmail.com)

Please contact the Marketing & Publicity Office at 226-9272 if you have any questions. Thank you!