



Printing Services

700 Park Avenue
Bowser Building, Suite 115
Norfolk, VA 23504

Phone: 757.823.8179 Fax: 757.823.9585

Printing Services Order/Waiver Form

Dept: _____ Req# _____

Name: _____ PO # _____

Phone: _____

E-mail: _____

Date In: _____ Date Proofed: _____ Expected Delivery Date _____

Proof Needed? _____ Digital _____ Hard Copy _____ (Delivery date is normally 7-10 business days after proof approval depending on the project unless stated otherwise.)

Description of Project: _____

Specifications: _____ Paper Color _____

Ink Color: _____ Quantity: _____ Paper Size: _____ Paper Stock: _____ Paperweight: _____

Finishing - Folding? _____ Half _____ Tri Fold _____ Quad Fold _____ Custom Fold _____

Scoring? _____ Perfin? _____ Bleeds? _____ If bleeds please indicate finished size _____

Stapling? _____ Left Corner _____ Right Corner _____ Center _____ Hole Punch ? _____ 3Hole _____ 2Hole _____

Binding - Spiral? _____ Comb _____ Saddle Stitch _____ Perfect? _____

File? _____ Email Delivery _____ Digital or Disk Delivery to Office _____ Final File Delivery Date _____

Special Instructions _____

Waiver Requested _____ Vendor Name _____ SWaM Certification # _____

Printing Services Use Only

Please note: Norfolk State Printing Services and VCE (Virginia Correctional Enterprises) has first right of refusal for all Printing Projects. If waiver is requested or granted **all vendors selected must be SWaM certified and listed in EVA.**

Waiver Provided? _____ Justification _____

_____ Signature _____ Date: _____

Order Taken By: _____ Date: _____

Requestor Signature: _____ Date: _____