

PRINTING SERVICES ONLINE REQUISITION FORM

How to submit a requisition online: *OUTSIDE AGENCIES*

Our print requisition form is now available online and additionally you will have the capability to attach your original documents to this form.

Gaining access to the form:

Open the [Outside Agency Reproduction Requisition](#) form.

Basic Directions:

Please have all information on hand prior to opening the form to eliminate gaps in orders.

ALL STARRED * ITEMS MUST BE FILLED IN.

- *From: The name of your agency.
- *Contact: The name of the person to call regarding print order.
- *Requestor: Your name (If requestor and contact are the same, the information must still be filled in).
- *Billing Address: Address of your agency complete with city and zip code.
- *Email address: Your email address.
- *Phone number: Your phone number (for any questions).
- Required by: The date you would like to have the order (please be realistic).
- Delivery/pick-up: Name of person and phone number for pick-up.
- *No. of copies: Indicate the **total** number of finished copies requested.
- *No. of originals: Each page counts as 1 original. Blank pages (for 2-sided printing) are not counted.
- Instructions: Use this box to add any pertinent information about your order. If more than four lines of instructions are required, please email them to printing-services@marincounty.org and reference your tag number.
- Note:** Complete any other fields as required: paper color, fold, staple, ncr, envelopes, etc. (use pull-down menu where indicated).

Notes:

If your originals are in electronic file form, you may attach them to the requisition (pdf files preferred).

Please note: If your file is more than 10 MB it may not go through. In this case please submit your file via email to printing-services@marincounty.org and reference your tag number.

If you do not have an electronic original, forward a copy to the print shop with reference to the tag number.

A ***Tag Number*** is automatically assigned after you complete the requisition form and submit. You will then receive an email with your tag number and a confirmation the form has been successfully submitted.

Print a copy of the requisition for your records **before submitting form**. Remember that everything in the print shop is filed and processed by this one tag number.

Things to remember:

Carefully check all requisition information before submitting. We will only perform the work requested. If you have any questions, please contact us at 415.473.6377 or by [email](#).

Thank you for your business.