



Printing and Graphics Requisition

Printing and Graphic Arts Branch, HQ

Graphics: Room B-146 202-708-0081

Printing: Room B-100 202-708-4310

This form must be completed and submitted with finalized electronic files, text, visuals, and/or sample.

1. Job Number:	2. Point of Contact Name:	3. Phone No:	Req. No.	JKT No.	P.O. No.
4. Title/Description of Job:		5. Control No:	6. Obligation No:		
7. Printed Name and Signature of Authorizing Official X		Date	8. Pub./Form No:	9. Requested Delivery Date:	

Job Description/Specifications

10. Printing/Copying Services Requested:	11. Copy Position:	12. Number of Pages:	13. Apprx. No. Copies:
14. Graphics Services Requested:	15. Paper Size (w x h): Text: Cover: Other:	16. Paper Type (Printing): Standard Text Standard Cover Special Needs: Explain in Box 19	17. Color of Ink (Printing): Text: Cover: Other:

18. Is this a new or edited Publication or Form? All NEW or EDITED publications must complete Box 23.	Are all submitted files proofed and finalized?
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19. Additional Instructions:	20. Distribution (locations / addressees / phone no. / & number of copies to each):
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21. Correspondence Code & BAC #	22. Sub-Object Code	23. Public Affairs Approval	Date	24. Program Budget Office Signature and Date	Estimated Cost	Actual Cost
	2_____					

Job Disposition:	HUD Quick-Copy Center	Graphics	Card-Holder Signature and Date	Printing & Graphics Branch Chief Approval
	GPO Contract/Program _____			

Instructions: If assistance is needed to complete this form, consult the Printing and Graphic Arts Branch.	Printing Services Approval/ Date
Block 2: Point of Contact should be the person primarily responsible for this Requisition and who can discuss the job and make decisions on format and schedule.	
Block 5: The Control Number shall be used to reference this job.	Initial Date Stock Copies
Distribution: One (1) copy of original to Printing and Graphic Arts, Originating Office must retain copy.	



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Printing

HUD's Quick-Copy Center will ONLY produce core mission and federal event items.

All in-house printing/copying requirements must adhere to Title 44 specifications on quantity: <http://hudatwork.hud.gov/HUD/admin/DigitalEnterpriseQuickCopyCenter/>

- Production will not begin without accurate page count (i.e.: one sheet of paper = 2 pages) and quantity stated on HUD-20.
- Production times of less than four (4) business hours must be approved by the Printing Branch Chief or Printing Specialist.
- Duplex is default for all printing/copying.
- Items should be designed in standard sizes, i.e. 8.5 x 11"; 5.5 x 8.5"; 8.5 x 14", etc.
- No bleeds on in-house copy jobs.
- Event Programs/Agendas limited to one (1) sheet of 8.5 x 11" or 11 x 17" and a cumulative quantity of 250 copies.
- No handouts or bookmarks for internal HUD events.
- Copy right laws are strictly adhered to.
- **Table Tents:** Names and information MUST be carefully proofed prior to submission and be submitted in Excel. Spelling and content responsibility of the customer.

Graphics

- **Due Dates:** NO jobs will be accepted without a Due Date. Requested Due Dates may be adjusted based on reasonableness of request and office workload.
- **Content:** ALL jobs MUST be submitted with FINALIZED text and/or data content.
- **Revisions:** Graphics will complete UP TO three (3) design revisions before submitting final file. Text and/or data content will not be revised.
- **Digital Signage:** Will contain only the necessary text information of What, When, and Where.
- **Posters:** Only a limited number of directional posters, without graphics, for events will be produced. Any exceptions to this rule must be approved by the DCAO.
- **Event Programs:**
 - Limited to one (1) sheet of 8.5 x 11" or 11 x 17".
 - Three (3) to seven (7) work days from receipt of final revision, depending on complexity and office workload.
- **Booklets/Books:** Five (5) to 28 work days, depending on complexity and office workload. (See Content, above)
- **Graphics/Images:** Are supplied for products produced by HUD Graphics only.

HUD Graphics does not edit graphics provided from non-HUD Graphics sources.