



PROGRAM SUPPORT CENTER  
**REQUEST FOR PRINTING SERVICES**

Phone: 301-496-3881  
 Fax: 301-496-7209  
 email: pscpublishing@psc.hhs.gov

MITTS Number (office use only)

Date Submitted

Desired Due Date

Agency (ICD)

Originating Office

Requestor

Phone

E-Mail

CAN Number

Internal Order Number

Estimated Cost

Job Title or Product Description

Are materials or documents in this order considered:

**CLASSIFIED**

YES  NO

**SBI (Sensitive but Unclassified)**

YES  NO

**PII (Personally Identifiable Information)**

YES  NO

**DOCUMENT CONVERSION/DUPLICATING**

IMPORTANT- COMPLETE AND ATTACH JOB SPECIFICATIONS OR OTHER PERTINENT INFORMATION  
 (Check all services being requested)

- Printing** No. of Pages \_\_\_\_\_ Finished Size \_\_\_\_\_ Quantity \_\_\_\_\_
- 508 Compliant**  **Color Copies**  **Digital Conversion/Scanning**  **Custom CD**
- Convert-Non-Bookmark**  **Scanning**  **CD Masters/eAdditions**  **Non-Grant Conversion Projects**
- Special Handling**  **Copier Paper**  **Cover Stock**  **Business Cards**
- Copier/Duplicating-Routine**  **Document Conversion**  **Standard CD**

**COPY CENTER**

- COLLATE**  **STAPLE**  **SINGLE SIDED**  **DOUBLE SIDED**

**CONTRACTED SERVICES**

- Government Printing Office**  **Contract Printing, Open Market**  **BPA Record of Call**  **Special handling-PPs**  **Press Inspection-Travel**

**ITEMS FURNISHED**

- CD/DVD**  **FTP/E-MAIL**  **HARD COPY OF TEXT**  **OTHER**

**DELIVERY INFORMATION**

**ADDITIONAL REMARKS**

Approving Official (signature)

Fund Availability (signature)

Print Name/Phone#

Print Name/Phone#