

REQUEST FOR PRINTING

Date Ordered ____ - ____ - ____

Date Needed ____ - ____ - ____

Number of copies needed _____

Print: One Side Double Side

Number of Originals _____

Total Number Printed _____

DESCRIBE BINDING

(Check as needed)

PAPER COLOR TITLE/DESCRIPTION OF JOB

Collate

White _____

Staples 1 2 3

Yellow _____

Cardstock cover & back

Green _____

Paper cover & back

Pink _____

Pad

Blue _____

Comb binding (3 day notice required)

Ivory _____

Fold: 1/2 1/3

Salmon _____

Cut: 1/4 1/2 more

Orchid _____

Cut: 1/4 1/2 more

Gold _____

NCR: 2 3 4 Sets _____

3 Hole Punch

PAPER SIZE PAPER TYPE:

8 1/2 x 11

8 1/2 x 14

11 x 17

Cardstock

SPECIAL INSTRUCTIONS:

Requested by: _____ Ext: _____ Building: _____