

Budget Code: ACCT. SIX DIGITS FUND FIVE DIGITS DEPT. TEN DIGITS

Dept. _____ Today's Date: ____ / ____ / ____

Full Name _____ Phone _____

Date/Time Needed	____ / ____ / ____
	____ : ____ <input type="checkbox"/> AM <input type="checkbox"/> PM

Title of Print Job only, please _____

- I certify that the document submitted for copying, in part or whole, is not protected by U.S. Copyright Law.
- The document submitted for copying is copyrighted. I have attached a letter from the copyright holder authorizing reproduction.
- I have performed a fair use analysis and conclude this copying constitutes fair use.

Signed _____ Date _____

Please Check all that Apply **If this material is copyrighted, please submit release form** **Please Check all that Apply**

Number of Sheet(s) in Original: _____ **Number of Copies or Sets:** _____

Need Copies to be in: Black & White, Color *(All Color Jobs - Please Submit Electronically)*

Type of Paper: Bond Text Card Stock Gloss Text Gloss Card Stock Sticker Paper

Envelopes Color Paper Foam Board Other _____

Size of Paper: 8 1/2 x 11 8 1/2 x 14 11 x 17 12 x 17

Posters: Bond Photo Vinyl **Finished Size:** _____ x _____

Sides:

- Front only
- Front and Back

Collation:

- Collated
- Uncollated

NCR (Carbonless):

- 2 Part
- 3 Part
- 4Part

Print Shop Use Only

- Approved for Printing

Approved by _____

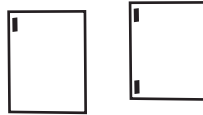
Print Shop, Date Received

Print Shop, Date Completed

ORDER # _____

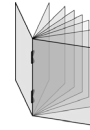
Finishing:

Stapling



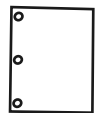
- Single
- Double

Booklet



- Folded & Stapled

Hole Punched



- 3 Hole Punched

Padding



(100 Sheets) Per Pad

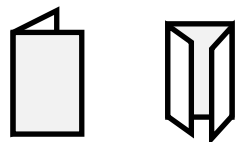
- Glue Padding
- Shrink Wrap

GBC



- Spiral
- Laminate

Folding



- Half Fold
- Tri- Fold

Special Instructions: _____

Total Cost : _____