



PRINTING REQUEST

SCHOOL/DEPARTMENT

REQUEST BY (FIRST & LAST NAME)

DATE NEEDED *standard deliveries are M/W/F*

ORDER NAME/DESCRIPTION

PHONE

PURCHASE ORDER NUMBER (REQUIRED)

Authorization Signature (Administrators) _____

COPYRIGHT CERTIFICATION - MANDATORY

I certify that this request is not in violation of copyright law.

Signature of Person Requisitioning Order _____

SPECIAL INSTRUCTIONS

If you don't see the option you're looking for, please add it here.

NUMBER OF SHEETS

(Originals) (the number of sheets of paper in each set of the finished package)

NUMBER OF SETS/COPIES

(the number of finished copies of the original package)

PRINTING MODE

- ☐ 1 sided originals → 1 sided copies
☐ 1 sided originals → 2 sided copies
☐ 2 sided originals → 1 sided copies
☐ 2 sided originals → 2 sided copies

FINISH SIZE:

- ☐ 8.5 x 11
☐ 8.5 x 14
☐ 11 x 17
☐ _____

COLOR PRINTS AND INKS

- ☐ Full (Color Copier)
☐ B&W

PAPER TYPE:

☐ Exactly as sample attached

BOND (regular copy paper)

- ☐ White ☐ Pink
☐ Blue ☐ Orchid
☐ Canary ☐ Salmon
☐ Green ☐ Goldenrod

CARDSTOCK

- ☐ White ☐ Pink
☐ Blue ☐ Orchid
☐ Canary ☐ Tan
☐ Green ☐ Goldenrod
☐ Astrobright:

NCR

- ☐ 2 Part
☐ White/Pink
☐ White/Yellow
☐ 3 Part
☐ 4 Part
☐ 5 Part

ENVELOPES

- ☐ #10 Regular ☐ B&W
☐ #10 LEFT Window ☐ Color
☐ Security ☐ Invitation

SPECIALTY

- For Binding Only*
☐ Front Clear Cover ☐ Laminate (Up to 24in wide)
☐ Black Plastic Back ☐ Stickers
☐ Tabs

BINDERY (Mark all that are applicable)

☐ **COLLATE**

☐ **STACK (NO COLLATING):**
(with blank slip sheets)

☐ **3 HOLE PUNCH**

☐ **PLASTIC SPIRAL**

GLUE BINDING

STAPLE:

- ☐ 1 staple upper left
☐ 2 staples on left margin
☐ Landscape: 1 staple upper left
☐ Landscape: 2 staples top margin
☐ Booklet: 2 staples along spine, Folded 1/2

CUT:

- ☐ Half ☐ Quarters
☐ _____

PAD:

Total Number of Pads _____

Sheets per Pad _____

☐ 100 or _____

FOLD:

- ☐ 1/2 Fold ☐ Tri-Fold
☐ Z-Fold ☐ Double Parallel Fold

Thank you for your order!