

Date Submitted: _____ Phone: _____
 Submitted By: _____ Dept/Div: _____
 Date Required _____ Location: _____
 Budget Code: _____
 Document Title: _____

Notes: *Originals MUST have all staples removed. Secure documents with paper clips.
 Multi-paged documents should be numbered. Allow enough time for pick-up and delivery of your work.*

Please answer all questions in this block			
How many pages are in the original?		Quantity (number of copies/sets)	
Color Output:	Black & White	Color	Both
Originals Are Mostly:	1-sided	2-sided	Exceptions
Collate Sets?	No	Yes	
Staple Sets?	No Yes	1-staple	2-staples
Output Should Be	Same As Original	1-sided	2sided

Paper Stock	Regular white, 8.5x11	
	Colored text:	
	Cover– specify color:	
	Other:	
Binding <i>Note: additional costs per bind</i>	Tape Binding	
	GBC/Ring Binding	
NCR Forms	2-part (white, yellow)	
	3-part (white, yellow, pink)	
	4-part (white, yellow, pink, goldenrod)	
Posters <i>Lamination recommended for large sizes</i>	12x18 on cardstock	17x24
	22x30	Lamination

Special Instructions