

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

Submit request form to printshop@dciu.org or send to DCIU Print Shop, 200 Yale Ave., Morton, PA 19070