

# PRINT / DUPLICATING REQUEST

Name: \_\_\_\_\_ School: \_\_\_\_\_ Dept: \_\_\_\_\_

Date: \_\_\_\_\_ Date Due: \_\_\_\_\_ # of Copies: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
(No ASAP)

Fund	Services	Activity	Object	Location	Program
A	F		960 920	HR	0 521

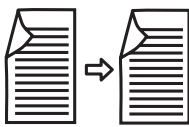
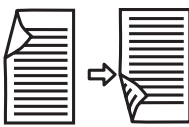







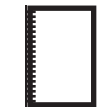



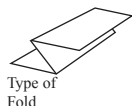
Authorization \_\_\_\_\_

Job Description: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Please Print Job:  Grey Scale (Black & White)  In Color  Mixed (Cover in Color, etc.)  As Is  
 Originals Are:  Single Sided  Double Sided  Mixed  Electronic  Cut /Pasted

**Check One From Each Section in this Box**

<p><b>Sides</b></p>  <p><input type="checkbox"/> Print 1 Side</p>  <p><input type="checkbox"/> Print Back to Back</p>	<p><input type="checkbox"/> <b>Collated</b></p>  <p>Copies come back in sets</p> <p><input type="checkbox"/> <b>Stacked w/ colored separators</b></p>  <p>Copies come back in stacks</p>	<p><b>Binding</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Corner</p> <input type="checkbox"/> </div> <div style="text-align: center;">  <p>Side</p> <input type="checkbox"/> </div> <div style="text-align: center;">  <p>Landscape</p> <input type="checkbox"/> </div> </div> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Tape Binding</p> <input type="checkbox"/> </div> <div style="text-align: center;">  <p>Spiral</p> <input type="checkbox"/> </div> <div style="text-align: center;">  <p>Comb</p> <input type="checkbox"/> </div> </div> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Folded &amp; Stapled (Saddlestich)</p> <input type="checkbox"/> </div> <div style="text-align: center;">  <p>3 Hole Punch</p> <input type="checkbox"/> </div> <div style="text-align: center;">  <p>No Binding</p> <input type="checkbox"/> </div> <div style="text-align: center;">  <p>Type of Fold</p> <input type="checkbox"/> </div> </div>
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**Paper Color**  
(White If Blank): \_\_\_\_\_

Specialty Paper: \_\_\_\_\_

**Covers:**

Front  Back

Printed  Printed

Blank  Blank

Cover Color: \_\_\_\_\_

Specialty Paper: \_\_\_\_\_

**FOR POSTER PRINTING CALL 431-8540.**

**Date Received**

**FOR OFFICE USE ONLY**

Labor Units \_\_\_\_\_

Video Taping/hour \$ \_\_\_\_\_

Video Dubbing/hour \$ \_\_\_\_\_

CD & DVD w/Cases \$ \_\_\_\_\_

CD & DVD w/o Cases \$ \_\_\_\_\_

**Job Number**

**REPRODUCTION CHARGES**

Graphic Design/hour \_\_\_\_\_

Envelopes \_\_\_\_\_

Business Cards \_\_\_\_\_

Letterhead \_\_\_\_\_

Posters \_\_\_\_\_

Master(s) \_\_\_\_\_

**Printing Charges**

Finished Quantity \_\_\_\_\_

Number of Originals \_\_\_\_\_

Total Impressions \_\_\_\_\_

Total Charges \_\_\_\_\_

Date Completed \_\_\_\_\_