PRINT JOB REQUEST FORM

Date Submitted: ____________________________
Requestor: ________________________________ Phone #: ____________________________
Department: _______________________________ Budget Account #: ______________________

□ COPY □ PRINT □ SCAN TITLE / KEY PHRASE: _____________________________ DUE DATE: ____________________________

COPY/PRINT INSTRUCTIONS

# OF ORIGINALS: ____________ # OF COPIES: ____________

□ COPY/PRINT EVERYTHING □ ONLY CLIPPED PAGES
□ ONLY FLAGGED DOCUMENTS □ SEE SPECIAL INSTRUCTIONS

OUTPUT PAPER

Standard Stock (No Add'l Charge) □ 8.5" x 11" White □ 3-Hole 8.5" x 11" White
□ 8.5" x 14" White (Legal) □ 11" x 17" White

Color: blue buff cherry gold gray green ivory orchid pink salmon tan yellow

SPECIALTY STOCK (Circle selection) Blue Green Orange Red

Color: blue buff canary cherry gray green ivory salmon

Brights: 24 lb Bright White

Card Stock: 8.5 x 11 White 11 x 17 White

High Gloss: 8.5 x 11 11 x 17

NCR: 2-Part 3-Part

24 lb Linen: White Gray

PRINT/COPY OUTPUT & FINISHING - Additional Charges May Apply

□ B & W □ Color □ Collate □ Cut □ GBC Binding

□ Color □ Staple □ Fold □ Laminate (3mm, 5mm or 10mm)

□ Simplex (Single Sided) □ Spiral Binding □ Plastic Cover (Back Cover: Clear or Black)

□ Duplex (Double Sided) □ SEE SPECIAL INSTRUCTIONS

DELIVERY INSTRUCTIONS

□ Call When Ready □ USPS Mail Interoffice Mail to: Other:

PRICING OVERVIEW

Black & White clicks ($0.02 in Print Shop, $0.03 everywhere else). Color clicks ($0.20 in Print Shop, $0.28 everywhere else). For prices on all other services, paper stock or supplies, please contact Mail & Print at x2164 for a complete price chart.

SPECIAL INSTRUCTIONS

Print Shop Use Only

Operator QC Time Completed Date Completed