



<b>THIS SECTION TO BE COMPLETED BY REQUESTER</b>		<b>Date of Request:</b>			
<b>Name:</b>		<b>Date Needed:</b>			
<b>Organization:</b>		<b>Telephone:</b>			
<b>Document Title:</b>		<b>Email:</b>			
<input type="checkbox"/> <b>Proofed by:</b>		<input type="checkbox"/> <b>Pickup in Printing Services</b>			
<b>No. of Masters:</b>	<b>No. of Copies:</b>	<b>Total No. of Sheets:</b>			
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; vertical-align: top;"> <p><b>SERVICES REQUESTED</b></p> <input type="checkbox"/> Copying  <input type="checkbox"/> Collating  <input type="checkbox"/> Duplex <b>(print on both sides; be sustainable)</b>  <input type="checkbox"/> Stapling  <input type="checkbox"/> Cut Size _____ by _____  <input type="checkbox"/> Full Bleed  <input type="checkbox"/> Pads _____ Sheets per pad  <input type="checkbox"/> Laminate  <input type="checkbox"/> Folding <input type="checkbox"/> Half <input type="checkbox"/> Letter/Brochure  <input type="checkbox"/> Binding <input type="checkbox"/> Glue <input type="checkbox"/> Spiral <p>For a list of other types of paper please visit Printing Services and let us help you choose the right paper for your printing needs.</p> <p style="text-align: center;"><b>SUSTAINABILITY</b></p> <p>Our paper is recycled. Our paper comes from tree plantations, <b>not tree forests.</b></p> </td> <td style="width:33%; vertical-align: top;"> <p><b>PAPER SIZE</b></p> <input type="checkbox"/> 3-Hole Punch (8.5 x 11)  <input type="checkbox"/> Letter (8.5 x 11)  <input type="checkbox"/> Legal (8.5 x 14)  <input type="checkbox"/> Ledger (11 x 17)  <input type="checkbox"/> Wide (12 x 18)  <input type="checkbox"/> Poster (11 x 17)  <input type="checkbox"/> Poster (18 x 24)  <input type="checkbox"/> Poster (24 x 36)  <input type="checkbox"/> Poster Mounted  <input type="checkbox"/> Banner Size: _____ ft. by _____ ft.  <input type="checkbox"/> Labels Size: _____ in. by _____ in. <p><b>PRINT</b></p> <input type="checkbox"/> Color  <input type="checkbox"/> Black  <input type="checkbox"/> Clear Coat </td> <td style="width:33%; vertical-align: top;"> <p><b>24-LB. PAPER</b></p> <input type="checkbox"/> White <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Gray  <input type="checkbox"/> Blue <input type="checkbox"/> Ivory <input type="checkbox"/> Pink <input type="checkbox"/> Gold  <input type="checkbox"/> Orchid <input type="checkbox"/> Salmon <p><b>24-LB. NEON COLORS</b></p> <input type="checkbox"/> Lunar Blue <input type="checkbox"/> Re-Entry Red  <input type="checkbox"/> Cosmic Orange <input type="checkbox"/> Pulsar Pink  <input type="checkbox"/> Solar Yellow <input type="checkbox"/> Terra Gamma Green <p><b>67-LB. COVER STOCK</b></p> <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Pink <input type="checkbox"/> Yellow  <input type="checkbox"/> Ivory <input type="checkbox"/> Gray <input type="checkbox"/> White <p><b>80-LB. COVER STOCK</b></p> <input type="checkbox"/> Carolina C1S <input type="checkbox"/> Carolina C2S  <input type="checkbox"/> Cougar <p><b>100-LB. COVER/TEXT STOCK</b></p> <input type="checkbox"/> Futura Gloss C2S <input type="checkbox"/> Futura Dull <p><b>NCR PAPER</b></p> <input type="checkbox"/> 2-Part <input type="checkbox"/> 3-Part <input type="checkbox"/> 4-Part <p><b>STATIONERY</b></p> <input type="checkbox"/> Stationery Letterhead  <input type="checkbox"/> Stationery Envelopes <p><b>Other paper choices available in the print shop.</b></p> </td> </tr> </table>			<p><b>SERVICES REQUESTED</b></p> <input type="checkbox"/> Copying <input type="checkbox"/> Collating <input type="checkbox"/> Duplex <b>(print on both sides; be sustainable)</b> <input type="checkbox"/> Stapling <input type="checkbox"/> Cut Size _____ by _____ <input type="checkbox"/> Full Bleed <input type="checkbox"/> Pads _____ Sheets per pad <input type="checkbox"/> Laminate <input type="checkbox"/> Folding <input type="checkbox"/> Half <input type="checkbox"/> Letter/Brochure <input type="checkbox"/> Binding <input type="checkbox"/> Glue <input type="checkbox"/> Spiral <p>For a list of other types of paper please visit Printing Services and let us help you choose the right paper for your printing needs.</p> <p style="text-align: center;"><b>SUSTAINABILITY</b></p> <p>Our paper is recycled. 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<b>SPECIAL INSTRUCTIONS FOR PRINTING/MAILING</b>					
<b>Total Charge \$</b>					
<b>Customer Signature:</b>		<b>Date:</b>			
<b>THIS SECTION MUST BE COMPLETED BY PRINT SHOP.</b>		<b>DATE REQUEST RECEIVED:</b>			
<b>JOB ASSIGNED TO:</b>		<b>DATE JOB COMPLETED:</b>			
<b>PRINTING</b>					

**All forms must be signed by approver and requestor. Photos must be sent by email, flash drive or CD.**