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| **Printing Request Form**  Use this form for all your **PRINTING ORDERS** and **BLANK COLOR PAPER/CARD STOCK** **ORDERS**. Please make sure you have a correct budget number. You will receive a copy of this form (showing the charged amount) with your order.  **DO NOT USE THIS FORM TO ORDER WHITE PAPER.** |

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| DEPARTMENT OR CAMPUS: | | Choose a Department or Campus. | | | | DEPT./CAMPUS CODE#: | Click here to enter campus code. |
| DATE SENT IN: | Click here to enter a date. | | DATE NEEDED: | Click here to enter a date. | | PHONE NUMBER/EXT: | Click here to enter phone number. |
| Click here to enter Budget Number. | | | | | Click here to enter text. | | |
| **BUDGET NUMBER** TO BE CHARGED | | | | | Authorized Signature | | |

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| **JOB DESCRIPTION:** (EXAMPLE - EXPRESSIONS NEWSLETTER, STUDENT HANDBOOK, ETC.) |
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| |  |  | | --- | --- | | NUMBER OF ORIGINALS: | ORIGINALS ARE: | | Click here to enter number of originals. | |  |  |  |  | | --- | --- | --- | --- | |  | 1 SIDED |  | 2 SIDED | | | |  |  | | --- | --- | | N0. OF COPIES/SETS NEEDED: | COPIES TO BE: | |  | |  |  |  |  | | --- | --- | --- | --- | |  | 1 SIDED |  | 2 SIDED | | |

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| |  |  |  |  | | --- | --- | --- | --- | | **PAPER** | | | | |  | 20# WHITE | | | |  | 20# PASTEL | Color | | |  | 60# BRIGHT | Color | | |  | OTHER | Color | | | **CARD** | | | | |  | 67# WHITE | | | |  | 67# COLOR- | | Color | |  | 110# WHITE | | | |  | 110# COLOR- | | Color | |  | OTHER- | | Color. | | |  |  | | --- | --- | | **NCR PAPER** | | |  | 2 – PART | |  | 3 – PART | |  | 4 – PART | |  | 5 – PART | | |  |  | | --- | --- | | **SIZE** | | |  | 8.5 X 11 | |  | 8.5 X 14 | |  | 11 X 17 | |  | OTHER | |  | | | |  |  | | --- | --- | | **ENVELOPES** | | |  | #10 REGULARS | |  | #10 WINDOW | |  | OTHER | |  | | | |  |  |  | | --- | --- | --- | | **BINDING** | | | |  | COLLATE | | |  | STAPLE | | |  | FOLD |  | |  | PAD IN 50’S | | |  | PAD IN 100’S | | |  | PLASTIC BIND | | |  | TAPE BINDING | | |  | 3-HOLE PUNCH | | |  | OTHER | | |  | | | |  | | | |
| OTHER INSTRUCTIONS OR NOTES: | | |
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| **BLANK PAPER ORDERS/NOTES** | |
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| **PRINT SHOP USE ONLY:** |
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