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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. |

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|[ ]  1 SIDED |[ ]  2 SIDED |

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| N0. OF COPIES/SETS NEEDED: | COPIES TO BE: |
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|[ ]  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. |

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| **NCR PAPER** |
|[ ]  2 – PART |
|[ ]  3 – PART |
|[ ]  4 – PART |
|[ ]  5 – PART |

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| **SIZE** |
|[ ]  8.5 X 11 |
|[ ]  8.5 X 14 |
|[ ]  11 X 17 |
|[ ]  OTHER |
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| **ENVELOPES** |
|[ ]  #10 REGULARS |
|[ ]  #10 WINDOW |
|[ ]  OTHER |
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| **BINDING** |
|[ ]  COLLATE |
|[ ]  STAPLE |
|[ ]  FOLD |  |
|[ ]  PAD IN 50’S |
|[ ]  PAD IN 100’S |
|[ ]  PLASTIC BIND |
|[ ]  TAPE BINDING |
|[ ]  3-HOLE PUNCH |
|[ ]  OTHER |
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| OTHER INSTRUCTIONS OR NOTES: |
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| **BLANK PAPER ORDERS/NOTES** |
| 1. | Click here to enter text. |
| 2. | Click here to enter text. |
| 3. | Click here to enter text. |
| 4. | Click here to enter text. |
| 5. | Click here to enter text. |
| 6. | Click here to enter text. |
| 7. | Click here to enter text. |
| 8. | Click here to enter text. |
| 9. | Click here to enter text. |
| 10. | Click here to enter text. |
| 11. | Click here to enter text. |
| 12. | Click here to enter text. |

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| **PRINT SHOP USE ONLY:** |
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