

PRINTING REQUEST

SCHOOL/DEPARTMENT	REQUEST BY <u>(FIRST & LAST NAME)</u>	DATE NEEDED
ORDER NAME/DESCRIPTION	PHONE	

PURCHASE ORDER NUMBER (REQUIRED)

Authorization Signature (Administrators) _____

COPYRIGHT CERTIFICATION - MANDATORY

I certify that this request is not in violation of copyright law.



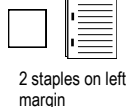









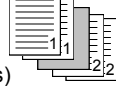


Signature of Person Requisitioning Order

SPECIAL INSTRUCTIONS

<p>NUMBER OF SHEETS</p> <p>(Originals) (the number of sheets of paper in each set of the finished package)</p>	<p>NUMBER OF SETS/COPIES</p> <p>(the number of finished copies of the original package)</p>	<p>PRINTING MODE</p> <p><input type="checkbox"/> 1 sided originals → 1 sided copies</p> <p><input type="checkbox"/> 1 sided originals → 2 sided copies</p> <p><input type="checkbox"/> 2 sided originals → 1 sided copies</p> <p><input type="checkbox"/> 2 sided originals → 2 sided copies</p>	<p>FINISH SIZE:</p> <p><input type="checkbox"/> 8.5 x 11</p> <p><input type="checkbox"/> 8.5 x 14</p> <p><input type="checkbox"/> 11 x 17</p> <p><input type="checkbox"/> _____</p>	<p>COLOR PRINTS AND INKS</p> <p><input type="checkbox"/> Full (Color Copier)</p> <p><input type="checkbox"/> _____</p>
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<p>PAPER TYPE: <input type="checkbox"/> Exactly as sample attached</p> <table style="width:100%;"> <tr> <td style="width:50%; padding: 5px;"> <p>BOND (regular copy paper)</p> <p><input type="checkbox"/> White <input type="checkbox"/> Pink</p> <p><input type="checkbox"/> Blue <input type="checkbox"/> Orchid</p> <p><input type="checkbox"/> Canary <input type="checkbox"/> Salmon</p> <p><input type="checkbox"/> Green <input type="checkbox"/> Goldenrod</p> <p>_____</p> </td> <td style="width:50%; padding: 5px;"> <p>CARDSTOCK</p> <p><input type="checkbox"/> White <input type="checkbox"/> Pink</p> <p><input type="checkbox"/> Blue <input type="checkbox"/> Orchid</p> <p><input type="checkbox"/> Canary <input type="checkbox"/> Tan</p> <p><input type="checkbox"/> Green <input type="checkbox"/> Goldenrod</p> <p>_____</p> </td> </tr> </table>	<p>BOND (regular copy paper)</p> <p><input type="checkbox"/> White <input type="checkbox"/> Pink</p> <p><input type="checkbox"/> Blue <input type="checkbox"/> Orchid</p> <p><input type="checkbox"/> Canary <input type="checkbox"/> Salmon</p> <p><input type="checkbox"/> Green <input type="checkbox"/> Goldenrod</p> <p>_____</p>	<p>CARDSTOCK</p> <p><input type="checkbox"/> White <input type="checkbox"/> Pink</p> <p><input type="checkbox"/> Blue <input type="checkbox"/> Orchid</p> <p><input type="checkbox"/> Canary <input type="checkbox"/> Tan</p> <p><input type="checkbox"/> Green <input type="checkbox"/> Goldenrod</p> <p>_____</p>	<p>NCR</p> <p><input type="checkbox"/> 2 Part</p> <p><input type="checkbox"/> 3 Part</p> <p><input type="checkbox"/> _____</p>	<p>ENVELOPES</p> <p><input type="checkbox"/> #10 Regular</p> <p><input type="checkbox"/> #10 LEFT Window</p> <p><input type="checkbox"/> _____</p>	<p>CERTIFICATES</p> <p><input type="checkbox"/> Blue</p> <p><input type="checkbox"/> Gold</p> <p><input type="checkbox"/> _____</p>
<p>BOND (regular copy paper)</p> <p><input type="checkbox"/> White <input type="checkbox"/> Pink</p> <p><input type="checkbox"/> Blue <input type="checkbox"/> Orchid</p> <p><input type="checkbox"/> Canary <input type="checkbox"/> Salmon</p> <p><input type="checkbox"/> Green <input type="checkbox"/> Goldenrod</p> <p>_____</p>	<p>CARDSTOCK</p> <p><input type="checkbox"/> White <input type="checkbox"/> Pink</p> <p><input type="checkbox"/> Blue <input type="checkbox"/> Orchid</p> <p><input type="checkbox"/> Canary <input type="checkbox"/> Tan</p> <p><input type="checkbox"/> Green <input type="checkbox"/> Goldenrod</p> <p>_____</p>				
<p>SPECIALTY</p> <p><input type="checkbox"/> Clear Plastic Cover <small>Applies ONLY to orders with Plastic Binding</small></p>		<p><input type="checkbox"/> Label (White)</p> <p><input type="checkbox"/> Label (Blue)</p> <p><input type="checkbox"/> Label (Yellow)</p>	<p><input type="checkbox"/> Label _____</p> <p><input type="checkbox"/> Tabs _____</p>		

BINDERY (Mark all that are applicable)

<p><input type="checkbox"/> COLLATE </p>	<p>STAPLE:</p> <p><input type="checkbox"/>  1 staple upper left</p> <p><input type="checkbox"/>  2 staples on left margin</p> <p><input type="checkbox"/>  Landscape: 1 staple upper left</p> <p><input type="checkbox"/>  Landscape: 2 staples top margin</p> <p><input type="checkbox"/>  Booklet: 2 staples along spine, Folded 1/2</p>	<p>CUT:</p> <p><input type="checkbox"/>  Half</p> <p><input type="checkbox"/>  Quarters</p> <p><input type="checkbox"/> _____</p>	<p>FOLD:</p> <p><input type="checkbox"/>  1/2 Fold</p> <p><input type="checkbox"/>  Tri-Fold</p> <p><input type="checkbox"/>  Z-Fold</p> <p><input type="checkbox"/>  Double Parallel Fold</p>	
<p><input type="checkbox"/> STACK (NO COLLATING): (with blank slip sheets) </p>	<p><input type="checkbox"/> 3-HOLE PUNCH </p>	<p><input type="checkbox"/> PLASTIC BIND </p>	<p>PAD:</p> <p>Total Number of Pads _____</p> <p>Sheets per Pad _____</p> <p><input type="checkbox"/> 100 or _____</p>	<p>NUMBER:</p> <p>Start # _____</p>