TU Duplicating
SD Department
technology

Digital Request Form

Administrator's Signature

5-Digit Funding Code(#'s only)

TUSD Strategy #(s)

Site Plan Ref (If Applicable)

Requested By | Date Submitted | Date Needed

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☐ **Letter 8 1/2 x 11** ☐ **Single sided** ☐ **Back to Back** ☐ **3 Hole Punch** ☐ **2 Hole Punch (Top Only)**

☐ **Legal 8 1/2 x 14 (extra cost)** ☐ **Collated** ☐ **Un-collated** ☐ **Staple:** ☐ **1** ☐ **2** ☐ **Pads Of**

☐ **Ledger 11 x 17 (extra cost)** ☐ **Stacks of** ☐ **Fold:** ☐ **1/2** ☐ **1/3** ☐ **Cut**

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☐ **White Card** ☐ **Color Card**

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Binding: ☐ **Thermal Bind ($.75 each)** ☐ **Spiral Bind ($1.25 each)**

☐ **Business Cards**

☐ **Bright Bond**

☐ **Color Bond**

☐ **Bright Card**

☐ **Transparencies**

☐ **Tabs: White 5 Bank**

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