

DISTRICT COPY ORDER

please print all responses ext: 20721

Reprographics Department use ONLY

Date Received	Date Mailed		REV
			10/5/2026

SITE _____
DEPARTMENT _____
REQUESTOR _____
Authorized Signature: _____

Copies _____ x _____ = _____
Paper _____ x _____ = _____
Staples _____ x .01 = _____
Poster _____ x _____ = _____
Other _____ x _____ = _____
= _____
= _____
TOTAL= _____

Date Needed:

Phone # _____
Room # _____

☐ Send
☐ Pick up

Form name: _____
Items with printing on both sides equals 2 originals.

of Originals _____

of Copies per Original _____

☐ 1 sided
☐ 2 sided

ACCOUNT INFORMATION TO BE COMPLETED BY SITE		OBJECT	LOC #	MGMT
FORM USE : COD ☐ INSTRUCTIONAL ☐ OTHER ☐		5720		

☐ Business Cards Size of paper: ☐ 8 1/2"x11" ☐ 8 1/2"x14" ☐ 11"x17"

☐ 2 up ☐ 3up ☐ 4 up (items printed 2-4 on pg x # of pages= # of copies)

Color & Type of Paper:

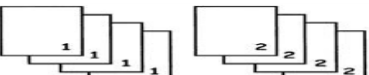
NCR: ☐ 2 part ☐ 3 part ☐ 4 part

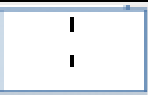
Covers ☐ Front only ☐ Front & back Color of cover/s _____

Ink: ☐ Black ☐ Color OR ☐ Specify _____

Numbering: _____ thru _____

BINDERY:

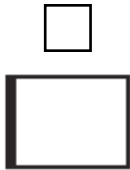
☐ Collated/sort 
☐ Uncollated/group 
☐ Tumble or calendar style 

Staple:   
3 hole punch:  
☐ hole punch other please specify _____

Fold: Single ☐ Letter ☐ Z-fold ☐
  

Binding:  
☐ Tape (min. 25 sheets) ☐ Plastic
☐ Padding/glue ...specify style below

☐ Cut, please specify _____ (no lamination)
☐ Perforate, please specify _____

Booklet Style Copies
   

Posters: Type of Poster Paper
☐ 18" x 24" ☐ Regular
☐ 24" x 36" ☐ Photo Quality
☐ 36" x 48" ☐ Other ... please specify size _____

NOTES:

☐ LAMINATION -(up to 24 x 36 inches)