


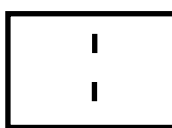
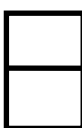

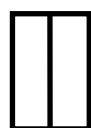


Requestor Name:				Location/School :			Phone:				
Acct Code	Fund (2)	Resource (4)	Location (3)	Yr (1)	Budget Mgr (2)	Object (4)	Goal (4)	Function (4)	Dist Def (3)		
Delivery Instructions	Today's Date: _____ Requested Due Date: _____ Due Time: _____			FINISHED JOB TO BE RETURNED VIA:							
				<input type="checkbox"/> Pick Up : _____			<input type="checkbox"/> Other (Specify) : _____ Delivery				
			<input type="checkbox"/> Delivery : _____ Confidential Handling Confidential Handling : _____			<input type="checkbox"/> Other (Specify)					
Quantity	<input type="checkbox"/> RUSH DOCUMENT TITLE OR DESCRIPTION						NUMBER OF ORIGINAL PAGES	NUMBER OF COPIES REQUIRED			
Copying	ORIGINAL DOCUMENT SUBMITTED BY										
	<input type="checkbox"/> Hard Copy <input type="checkbox"/> Email Attachment : _____ <input type="checkbox"/> Scan to File : _____ <input type="checkbox"/> CD or Floppy Disk : _____ <input type="checkbox"/> Other : _____										
	<input type="checkbox"/> Black & White Copies <input type="checkbox"/> Color Copies <input type="checkbox"/> Other _____ <input type="checkbox"/> Reduce Copy To 8½ X 11										
	<input type="checkbox"/> <u>One-sided</u> OR <input type="checkbox"/> <u>Two-Sided</u> Covers: <input type="checkbox"/> clear / black Covers: <input type="checkbox"/> card stock: color _____ <input type="checkbox"/> UNCOLLATED										
Paper selections	SIZE OF PAPER										
	<input type="checkbox"/> 8½ X 11 Plain <input type="checkbox"/> 8½ X 14 <input type="checkbox"/> 11 X 17 <input type="checkbox"/> Special Size (Specify): _____										
	TYPE OF STOCK										
	<input type="checkbox"/> Card Stock <input type="checkbox"/> Color Paper (Specify): _____ landscape double staple										
<input type="checkbox"/> 24# Color Expressions <input type="checkbox"/> Tab (Standard 1/5 th Cut) Carbonless Paper - 4 Part Maximum half long half letter											
<input type="checkbox"/> 2-Part <input type="checkbox"/> 3-Part <input type="checkbox"/> 4-Part											
<input type="checkbox"/> Transparencies <input type="checkbox"/> Other (Specify) _____											
Finishing	FINISHING										
	<input type="checkbox"/> 3 Hole Left Drilled			<input type="checkbox"/> 2 Hole Top Drilled			<input type="checkbox"/> Lamination		<input type="checkbox"/> Scoring	<input type="checkbox"/> Perforation	
	<input type="checkbox"/> Cutting: _____		Padding: <input type="checkbox"/> Top (<i>or</i>) <input type="checkbox"/> Left Side			<input type="checkbox"/> Slipsheet		<input type="checkbox"/> Shrink-wrap	<input type="checkbox"/> Rubber Banded		
	<input type="checkbox"/> GBC Bind (comb bind)			<input type="checkbox"/> Tape Bind			<input type="checkbox"/> Other (describe in special instructions)				
	Stapling - Select One:					Booklet-making				Folding - Select One:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
											
Special Inst											
Xerox Use	Total Blk/Wht: _____		Total Color: _____		Date Completed: __/ __/ __		Time Completed: __: __				
Xcams Number: # _____		Chargeback Cost: \$ _____									