

PRINT REQUEST FORM

Requestor: _____ Date: _____

Budget Code (unit): _____
(5 digits) (required)

Number of Pages in Document: _____

Number of Copies: _____

Number of Copies Total: _____

(Pages x Copies = Copies Total)

Print requests with more than 200 copies total must be signed by requestor's supervisor.

Example:

1 page, front & back = 2 copies total

PRINT REQUEST SPECIFICATIONS

(Please mark selections)

Weight

Size

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Copy Paper | <input type="checkbox"/> 8.5 x 11 in. |
| <input type="checkbox"/> Lightweight Cardstock | <input type="checkbox"/> 8.5 x 14 in. |
| <input type="checkbox"/> Heavyweight Cardstock | <input type="checkbox"/> 11 x 17 in. |

(8.5 x 14 in. & 11 x 17 in. only available in 20 lb. paper)

- | | |
|--|---|
| <input type="checkbox"/> Print one side | <input type="checkbox"/> Staple (corner) |
| <input type="checkbox"/> Print two sides | <input type="checkbox"/> Binding (spiral) |
| <input type="checkbox"/> Hole punch (3) | <input type="checkbox"/> Binding (tape) |
| <input type="checkbox"/> Laminate | <input type="checkbox"/> Color copies |

Unless otherwise specified, all copies will be printed in black & white on white paper.

Additional Instructions

Supervisor Signature: _____

(only required for greater than 200 copies total)