

# PRINT SHOP JOB REQUEST

A135

Directions – Type all information in blank spaces below  
All lines with an \* MUST be filled in

\* **Building Name:**

\* **Requestor Name:**

\* **Requestor Email:**

**Order Date:**

**Due Date:**

\* **Courier Delivery**

**Customer Pick-Up**

\* **Job Name:**

\* **Quantity:**

**# of original pages:**

\* **Final Job Size:**    8.5 x 11    11 x 17    5.5 x 8.5    other:

\* **Paper Color:**

\* **Paper Weight:**    regular    cardstock

MUST SELECT ONE OF EACH FOR THE FOLLOWING;

\*                      **Two-Sided**                      **One-Sided**

\*                      **Collated**                              **Uncollated**

\*                      **Black/White**                      **Color**

*EXTRAS;*

**Folding:**    in half    in thirds

**Staple:**    1 in top corner    2 down left side

**# of Pads:**                      **# of sheets per Pad:**    50    100

**Cut sheets:**    in half    in fourths    other:

**Carbonless (NCR):**    2-part    3-part

*Select only ONE of the following, if desired;*

**3 Holes Drilled    Fold & Staple    GBC Punch**

**Special Instructions:**