PRINT SHOP JOB REQUEST

A135

*All lines with an * MUST be filled in*

*** Department or School:**

*** 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:**

*** Stock Color:**

*** Stock 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: