



Contact Information

Contact Name _____ Contact Number _____

Department Name _____ Cost Center _____

Date Required _____

Name of Item _____

Format sent to Mail/Print Services: Color (COPY-COLOR) Black (COPY BLACK) Hard Copy

Name of Electronic File _____

Person logged onto the computer sending the electronic file (e.g., "jsmith") _____

Special Instructions: Yes No _____

Quantity Requested _____ Number of Originals _____

How many copies will you need?

How many pages? (3 pages front-to-back = 6 originals)

Copies

Ink/Toner: Full Color Black Only Color and Black (please mark pages)

Page Size: 8.5x11" (Letter) 8.5x14" (Legal) 11x17" (Tabloid/Ledger) 12x18"

Paper Weight: Standard Premium Card Stock

Paper Color: _____

Special Paper: Tabs Clear Covers Other _____

Please indicate special order, provided, in-stock, etc.

Duplexing: Single-Sided Front-to-Back Mixed (please mark pages)

Collation: Yes No

Stapling: Yes No If yes, how many? (does not include booklets) _____

Hole Punch: Yes No If yes, where and how many holes? _____

Finishing

Binding: Plastic Comb Booklet (5.5x8.5") Booklet (8.5x11")

Cutting: Yes No Trim Size _____ Yield (How many cut pieces?) _____

Lamination: Yes No 8.5x11" 8.5x14" 11x17" Other _____

Folding: Bifold Trifold Z-Fold Other _____

Mailings: Stuff/Seal Labels Print/Envelope

Other: _____

By checking this box, I agree to the following terms:

It is the customer's responsibility to ensure the purpose of the copyrighted work they are requesting or submitting is not in excess of "fair use with proper permission". Mail/Print Services reserves the right to refuse a print request if, in our judgement, fulfillment would involve any violation of copyright law. In such circumstances, an authorizing official's permission will be required before proceeding with the print request.