UIW PRINT SHOP

REQUEST FORM

				**	
Requested by:			Date:		
Department :		Phone #			
Account # :			- 6712 -		
Date Needed :			# of originals :		
Time Needed :			Follow Post-it Notes		
			Number of Copies Needed:		
Color	Paper	Size	Description	NCR	Binding
White	Normal	Letter	Single Sided	2 - Part	GBC Punch & Bind
Bright or Pastel	Cardstock	Legal	Double Sided	3 - Part	Padding
<u>Specify Color</u>	Provided	Ledger	Convert 1-2	4 - Part	Laminate
	Transparency		Staple	5 - Part	Specify finished size
Color Copies			Loose / Collate		Fold
* Note: All color copies vill have at least a 24 hr turn around.			3 - Hole Punch		Cut
					Special Instructions
PRINTER'S NOT	TES:				
TOTAL COPIES : PS OPERATOR INIT					
TOTAL AMOUN	т: <u>\$</u>				
PICKED UP BY ((PRINT) :				
SIGNATURE OF BY REVIEW	ING AND SIGN		U HAVE AGREE YOUR SATISFAC	D THAT THI	D <u>ATE</u> E COPY JOB WAS
White Copy - Copy Center			2009	Yellow Copy - Customer	