

Print Request Form

Please fill out ALL highlighted areas

Requestor _____ Faculty _____ Staff _____
(Please print your name)

Department _____ Date submitted: _____

Building # _____ Room # _____ Telephone # _____

Brief description of copies: _____

No. of Pages _____ No. of Copies _____ Paper size: 8.5 x 11 _____ 8.5 x 14 _____ 11 x 17 _____
Format: Email _____ Hard copy _____ USB _____
Special paper size: _____

Finishing:

One sided _____ Folded _____ Dual Staple _____ Color copies _____
Two sided _____ Booklet _____ Cut _____ Black/white _____
Collated _____ Single staple _____ Handbills _____ 3 hole punched _____

Flagship _____ Community College _____

Business cards pick up for: _____

(please print)

Who's picking up the cards: _____

(please print)

Special Instructions: _____

Picked up by _____ Date _____