

# Print Request Form

Name \_\_\_\_\_ Date \_\_\_\_\_ Date Needed \_\_\_\_\_  
Department \_\_\_\_\_ CAC# \_\_\_\_\_ Phone \_\_\_\_\_

## Job 1

Title \_\_\_\_\_ Qty. \_\_\_\_\_ # of Originals \_\_\_\_\_

Black ink  Color ink  Single sided  Double sided  Collated  Stapled  3 hole punch

Paper color \_\_\_\_\_ Paper size \_\_\_\_\_

### Special Finishing

Booklet  Half fold  Letter fold  Z fold  Laminate  Plastic bind  Padding *sheets/pad* \_\_\_\_\_

Trim # of copies after trimmed \_\_\_\_\_  Deliver to \_\_\_\_\_  Pick up in copy center lobby

### Additional Instructions

## Job 2

Title \_\_\_\_\_ Qty. \_\_\_\_\_ # of Originals \_\_\_\_\_

Black ink  Color ink  Single sided  Double sided  Collated  Stapled  3 hole punch

Paper color \_\_\_\_\_ Paper size \_\_\_\_\_

### Special Finishing

Booklet  Half fold  Letter fold  Z fold  Laminate  Plastic bind  Padding *sheets/pad* \_\_\_\_\_

Trim # of copies after trimmed \_\_\_\_\_  Deliver to \_\_\_\_\_  Pick up in copy center lobby

### Additional Instructions

### Copy Center Use

Job1

Job2