

Print Shop Requisition Form

Use this version of the form to submit to the Print Shop if you are mailing original copies through interoffice mail for your printing requests

Print Shop Requisition:

- * Date Required: _____ * Today's Date: _____
- * School/Building: _____
- Building # or Department: _____
- * Person Requesting: _____
- * Copyright Verification: _____

I have verified Copyright requirements for this/these document(s) and have permission to print what I am requesting. Yes: No:

Page Options:

- * Job Title: _____
- * Number of Pages: _____
- * Number of Copies: _____
- * Paper Size: Letter: Legal: Tabloid:
- * Paper Color: White: Other: _____
- * Single/Double Sided Printing: Single: Double:
- * Collated: Yes: No:

Finishing Options:

- Staple in Top Left Corner: Center Fold with Middle Stapled:
- Binding Options: Booklet Left Edge: Booklet Top Edge:
- Cover Color: _____ Cover Weight: Regular: Stock:
- Back Cover Color: _____ Cover Weight: Regular: Stock:
- Folding: Letter Fold - 1/3: Fold - 1/2:
- Drill: 2 Hole Punch: 3 Hole Punch:
- * Plastic Binding: Yes: No:
- * Make Cut and Pad: Yes: No:
- NCR (Non Carbonless Paper): # of Sets: _____ Parts: _____ (options: 2, 3, 4, or 5)

Additional Printing Instructions:

* Required Fields