PRINTING/DUPLICATING REQUEST

- COMPLETELY fill out **one** request for **each** job, **do not combine jobs**. -

INITIATOR _____

CAMPUS: ☐ Aviation Ctr ☐ Burlington
☐ BioCATT ☐ CATI
☐ Elkhorn ☐ Racine
☐ Kenosha ☐ LakeView
☐ Workforce Dev. Ctr.

TITLE OF MATERIALS _____

DEPARTMENT _____

GL Account # _____

DATE SUBMITTED _____

DATE NEEDED _____

Coordinator's Signature _____
(When required by Policy Book)

INSTRUCTIONS

No. of Copies _____ No. of Pages _____

☐ Collated

Binding

☐ Staple Upper Left Corner
☐ 2 Staples on Left Side
☐ 3 Staples on Left Side
☐ Edge Glue Binding
☐ Saddle Stitch (Book)
☐ Standard 3-Hole Punch/Drill
☐ GBC Plastic Spiral Bound
☐ Other _____

☐ **Laminate**
☐ Mount on Cardboard
☐ Mount on Foamcore board

Folded

☐ Half Fold
☐ Letter Fold
☐ Z Fold (Accordion)
☐ Other _____

☐ Padded (No. of Sheets per Pad) _____

SPECIAL INSTRUCTIONS

All jobs are duplicated on 8½" x 11" white 20# recycled paper with black ink unless otherwise ordered below.

☐ Back-to-Back
☐ Colored Paper _____
☐ Letterhead
☐ Paper Weight _____
☐ Paper Size

Special paper handling and/or running instructions:

☐ **COLOR XEROX** circle one paper (thin) index (heavier)

☐ **Posters**

_____

_____

SHIPPING

☐ Campus Mail
☐ Pick up
☐ Other _____ ☐ Call _____

OFFICE USE ONLY

Press: ☐ AM
☐ 1650
☐ Heidelberg
☐ Xerox

Date Shipped:

_____ AM
_____ PM

	Hours	Cost
Negs/Plates		
Paper/Cut/Trim		
Press/Wash Up		
Collate		
Stitch		
Fold		
Drill		
Pad		
GBC Bind		
Laser Printouts #		
Other		
Total		

Ink: _____

Special paper handling and/or running instructions:

Material Cost:$ _____