



Date of Request: _____ Due Date: _____ Time Needed: _____




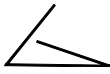






Number of Copies _____ Copies request by _____

Return originals to _____ Phone _____ Dept. _____

Ship Copies to _____ Quantity _____

Ship Copies to _____ Quantity _____

Original Type	Output	Black & White	Color
One-Sided - Paper Size	One Sided	20 lb Paper Color	65 Lb Cardstock
8 1/2" x 11"	Two Sided	White	White
8 1/2" x 14	Specialty Paper	Blue	Blue
11" x 17"	NCR <small>(Carbonless paper)</small>	Green	Green
Two-Sided – Paper Size	Paper Size	Goldenrod	Goldenrod
8 1/2" x 11"	8 1/2" x 11"	Buff	Buff
8 1/2" x 14	8 1/2" x 14	Yellow	Yellow
11" x 17"	11" x 17"	Pink	Pink
Attached Electronic File	13" x 19"	Other	Other
Electronic File Location:	Color Inserts (List Page Numbers)		

Covers	65 lb Cover Cardstock Colors		Finishing
Front & Back	White	Yellow	Collated
Back only	Blue	Red	Portrait Stapled 
Front only	Green	Other (supplied)	Landscape Stapled 
Tabs/Slip Sheets	Folding		Dual Long Edge Staples 
Tabs	Tri-fold 		Three hole punch 
Slip Sheets	Half Fold 		Booklet 
	Z fold 		Tape Bound 
	Engineer fold in printed document		Spiral Bound 

Notes: