



Print Shop Request Form

COPIES

Name: _____ Date: _____ Time: _____

For copy jobs please check all that apply.

Number of copies: _____ Date Needed: _____

Paper Size: 8½ X 11 8½ X 14 11 X 17

Paper Color: _____

Collated Duplex Stapled Three Hole Punch Folded Confidential

SPECIALITY JOBS

Brochure Flyer Poster Business Cards Post Cards Other

Written Description: _____

Date Completed: _____ Print Shop Staff: _____