

Last Name _____ First Name _____ Date _____

Building _____ Contact Phone # _____ Requester Email _____

Description or Page Numbers _____ # Copies _____

Paper Type? Regular or Cardstock(8.5X11only)

Paper Size? 8.5 X 11 8.5 X 14(legal, white, regular paper only) 11X17(white, regular paper only)

Paper Color? white pink blue yellow green buff goldenrod(no card)

orchid/lavender(no card) ivory(card only) salmon/peach(card only)

Front Only or Front/Back

Collated(1,2,3...) or Sorted(111,222,333)

Cover? Cardstock or Paper Color?(see above options) _____

Stapled? Top Left Two on Left Saddle Stitched(with $\frac{1}{2}$ fold)

Folded? Z fold pamphlet fold half

Holes? 3 on Left 3 on Right 2 on Top

Cut? Yes (provide additional information as needed in special instructions)

Lamination? Yes (provide additional information as needed in special instructions)

Plastic Binding? Yes (Allow extra days for binding)

Need by Date _____

Special Instructions?
