



COPY EXPRESS REQUISITION

NO. OF ORIGINALS _____
COPIES OF EACH _____
PRINT ONE-SIDED _____
PRINT TWO-SIDED _____

Printed on 11".....(circle color)
White
White 3-Hole Drilled
Blue Green Yellow Pink Gray
Ivory Salmon Buff Tan Gold
Orchid Cherry
Neon colors: Blue Pink Green Lime Red Orange Purple Yellow

14".....(circle color)
White Gold Salmon Pink Yellow

Printed on 11" Card Stock....(circle color)
White Blue Green Yellow Pink
Ivory Tan Peach Orchid Buff
Gold Gray Rose Pewter Aged
Red Natural

Printed on 11 x 17" (20 lb bond only) White _____ Gold _____
NCR Forms: 2-part _____ 3-part _____

Custom Finishing: Collate _____ Staple _____

Circle Service: Cutting Folding Signs Color Copies
Transparencies Laminating Cerlox Binding
Plastic Bags Banners

Special Directions: _____

Department Name _____
Customer Name (please print) _____
Authorized Signer _____

Fund _____
Org _____
Subclass _____
Program _____
Project Grant _____
-or-
Short Code _____

Dept. Phone _____
Date Submitted ___/___/___
Date Requested ___/___/___
Deliver to: _____

<i>(For Office Use Only)</i>	
A. Print Charge	_____
B. Special Paper	_____
C. Custom Finishing	_____
D. Binding	_____
SUB TOTAL	_____
SALES TAX	_____
TOTAL COST	_____
JOB NUMBER	<input type="text"/>