



PRINT REQUEST FORM

Requestor: _____ Date: _____

Budget Code (unit): _____
(5 digits) (required)

Number of Pages in Document: _____

Number of Copies: _____

Number of Copies Total: _____

(Pages x Copies = Copies Total)

Print requests with more than 200 copies total must be signed by requestor's supervisor.

Example:

1 page, front & back = 2 copies total

PRINT REQUEST SPECIFICATIONS

(Please mark selections)

Weight

- ☐ 20 lb. paper
☐ 70 lb. paper
☐ 110 lb. paper

Size

- ☐ 8.5 x 11 in.
☐ 8.5 x 14 in.
☐ 11 x 17 in.

(8.5 x 14 in. & 11 x 17 in. only available in 20 lb. paper)

Specify Paper Color: _____ ☐ White Paper
(other than white)

- | | |
|--|---|
| <input type="checkbox"/> Print one side | <input type="checkbox"/> Staple (corner) |
| <input type="checkbox"/> Print two sides | <input type="checkbox"/> Staple (side) |
| <input type="checkbox"/> Collate | <input type="checkbox"/> Staple (saddle stitch) |
| <input type="checkbox"/> Hole punch (2) | <input type="checkbox"/> Binding (spiral) |
| <input type="checkbox"/> Hole punch (3) | <input type="checkbox"/> Binding (tape) |
| <input type="checkbox"/> Laminate | |

Additional Instructions

Supervisor Signature: _____

(only required for greater than 200 copies total)