

Request for Reprographic Services

Please Fill Out Form Completely
For Assistance call: 55162 • 55164 • 55165

REQUEST NO. _____

Date _____

SCHOOL OR DEPARTMENT	PRINCIPAL or DEPARTMENT HEAD SIGNATURE (MANDATORY)
CONTACTS EMAIL FOR PRICE QUOTE	
PRINT EMAIL ADDRESS	PHONE # / EXTENSION

PLEASE FILL OUT COMPLETELY AND SUBMIT DIRECTLY TO THE REPROGRAPHICS DEPARTMENT FOR JOB COST QUOTE. REPROGRAPHICS STAFF WILL EMAIL YOU THE JOB QUOTE. THEN USING PEOPLESOF, PROCESS AN ONLINE REQUISITION USING THE QUOTE SUBMITTED TO YOU BY REPROGRAPHICS. IN THE COMMENTS FIELD PROVIDE YOUR NAME/SCHOOL/DEPARTMENT, PHONE CONTACT AND THE PRINT REQUEST NUMBER PROVIDED IN THE EMAIL.

JOB TITLE _____

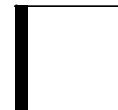
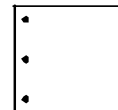
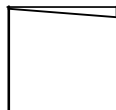
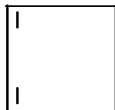
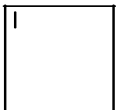
JOB SPECIFICATIONS

NO. OF PAGES IN ORIGINAL	NO. OF SETS/COPIES	PRINT <input type="checkbox"/> ONE SIDE <input type="checkbox"/> BOTH SIDES <input type="checkbox"/> COLLATED/SETS <input type="checkbox"/> UNCOLLATED/STACKS <input type="checkbox"/> STAPLED
BUSINESS CARDS <input type="checkbox"/> 250 <input type="checkbox"/> 500 <input type="checkbox"/> 1000	<input type="checkbox"/> COLOR <input type="checkbox"/> BLACK & WHITE	COVERS <input type="checkbox"/> FRONT COVER <input type="checkbox"/> BACK COVER

PAPER STOCK 8 1/2 x 11 8 1/2 x 14 11 x 17 TABS TRANSPARENCIES TICKETS

BOND PAPER		CERTIFICATE BORDERS		CARD / COVER STOCK		BANNERS	
<input type="checkbox"/> WHITE	<input type="checkbox"/> RED	<input type="checkbox"/> GOLD	<input type="checkbox"/> SILVER	<input type="checkbox"/> WHITE	<input type="checkbox"/> RED	<input type="checkbox"/> GLOSS	
<input type="checkbox"/> IVORY	<input type="checkbox"/> LILAC	<input type="checkbox"/> ROYAL BLUE	<input type="checkbox"/> RED	<input type="checkbox"/> IVORY	<input type="checkbox"/> LILAC	<input type="checkbox"/> VINYL	
<input type="checkbox"/> CREAM	<input type="checkbox"/> GREEN	<input type="checkbox"/> GREEN	<input type="checkbox"/> GREEN	<input type="checkbox"/> CREAM	<input type="checkbox"/> GREEN	<input type="checkbox"/> DURABLE	
<input type="checkbox"/> TAN	<input type="checkbox"/> DK GREEN	<input type="checkbox"/> PLUM	<input type="checkbox"/> BLUE/GOLD	<input type="checkbox"/> TAN	<input type="checkbox"/> DK GREEN	<input type="checkbox"/> 17" x ___ft	
<input type="checkbox"/> YELLOW	<input type="checkbox"/> LIME GREEN	<input type="checkbox"/> WINE/BLACK	<input type="checkbox"/> ORG/BLACK	<input type="checkbox"/> YELLOW	<input type="checkbox"/> LIME GREEN	<input type="checkbox"/> 24" x ___ft	
<input type="checkbox"/> HOT YELLOW	<input type="checkbox"/> BLUE	<input type="checkbox"/> SLATE/BLACK	<input type="checkbox"/> RED/BLACK	<input type="checkbox"/> HOT YELLOW	<input type="checkbox"/> BLUE	<input type="checkbox"/> 36" x ___ft	
<input type="checkbox"/> BUFF	<input type="checkbox"/> NEON BLUE	<input type="checkbox"/> GOLD/BLACK	<input type="checkbox"/> PURPLE/YELLOW	<input type="checkbox"/> BUFF	<input type="checkbox"/> NEON BLUE	<input type="checkbox"/> 42" x ___ft	
<input type="checkbox"/> GOLDENROD	<input type="checkbox"/> GRAY			<input type="checkbox"/> GOLDENROD	<input type="checkbox"/> GRAY	<input type="checkbox"/> 60" x ___ft	
<input type="checkbox"/> ORANGE	<input type="checkbox"/> GLOSS			<input type="checkbox"/> ORANGE	<input type="checkbox"/> GLOSS		CARBONLESS
<input type="checkbox"/> SALMON				<input type="checkbox"/> SALMON			<input type="checkbox"/> 2-PART
<input type="checkbox"/> PINK				<input type="checkbox"/> PINK			<input type="checkbox"/> 3-PART
<input type="checkbox"/> HOT PINK				<input type="checkbox"/> HOT PINK			<input type="checkbox"/> 4-PART
<input type="checkbox"/> CHERRY				<input type="checkbox"/> CHERRY			<input type="checkbox"/> 5-PART

BINDING & FINISHING (check one)



----- STAPLE -----

BOOK BOUND

BOOKLET

3-HOLE

PADS (sheets per pad _____)

LETTER FOLD

HALF FOLD

ZEE FOLD

FORMS NUMBERING from # _____ to # _____

COMPLETED BY _____ DATE _____

TOTAL COST: \$

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