## Printing Request Form

**JOB TITLE:** _____________________________________________________________

<table>
<thead>
<tr>
<th>Date Needed</th>
<th>Fold</th>
<th>Other Instructions:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Print In</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Print Out</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Needed</th>
<th>Binding</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Spiral Bind</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Coil Bind</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Originals</th>
<th>Pad</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>No. of Copies</th>
<th>Staple</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Front &amp; Back</th>
<th>Collate</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Front Only</th>
<th>3 Hole Punch</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Paper Color</th>
<th>Saddle Staple</th>
<th>Name (print)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Cardstock Color</th>
<th>Cut to Size:</th>
<th>Office Ext. #:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Letterhead</th>
<th>Paper Size:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Reg. 8-1/2 x 11</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Legal 8-1/2 x 14</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ 11 x 17</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NCR</th>
<th>Bill to Dept:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 2 Part</td>
<td></td>
</tr>
<tr>
<td>□ 3 Part</td>
<td></td>
</tr>
</tbody>
</table>

**Bill to Dept:**