

FAST COPY REQUISITION

PRINTING & SERVICES DIVISION
 Room GR-13, City-County Bldg.
 Phone: 266-5977

OFFICE USE ONLY

DATE ORDERED	DATE REQUIRED	TIME REQUIRED
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DEPT./DIV. NO.	DEPT./DIV. NAME
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PERSON ORDERING (First & Last Name)	PHONE NO.
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PROJECT NAME OR DESCRIPTION

1.	
2.	
3.	
4.	
5.	
6.	

TIP: Each side to be copied must be counted as one original. (2 sided = 2 originals)

Number of originals?	Number of copies you want printed?	How do you want your job printed?		
		DOUBLE SIDED	SINGLE SIDED	MIXED
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F-	
700	Staple
710	Hole Punch
720	Fold
730	Pad
740	Hand Collate
750	Plastic Bind
760	Perforate/Score
770	Xerox Bind
780	Cut/Trim
790	Booklet Maker
800	Compose
810	Layout

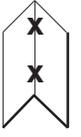
PAPER (Size, Color, Type) ▶ 8½x11 8½x14 11x17 Other _____

STANDARD 20# ▶ White Yellow Pink Blue Green Ivory Cherry Salmon Goldenrod Orchid

COVERSTOCK ▶ White Yellow Ivory Blue Green Red Goldenrod

CARDSTOCK ▶ White Yellow Buff Blue Green Cherry Salmon

CATALOG #	# UNITS

FOLD <input type="checkbox"/> Letterfold <input type="checkbox"/> Z-fold <input type="checkbox"/> Single fold <input type="checkbox"/> Other (attach sample)	FINISHING <input type="checkbox"/> Collate <input type="checkbox"/> Pads (of 100) <input type="checkbox"/> Cut <input type="checkbox"/> Perforate/Score <input type="checkbox"/> Plastic Binding <input type="checkbox"/> Xerox Tape Binding (Approx. 15-120 sheets)	STAPLING (Up to 70 sheets thick)  <input type="checkbox"/> Upper Left Corner  <input type="checkbox"/> Upper Left Corner (horizontal)  <input type="checkbox"/> Side Stitch  <input type="checkbox"/> Booklet Maker (Up to 20 sheets thick)
DRILL <input type="checkbox"/> Standard 3-Hole <input type="checkbox"/> Other (attach sample)		<input type="checkbox"/> BLACK COPIES -OR- <input type="checkbox"/> COLORED COPIES

BLACK COPIES -OR- **COLORED COPIES**

Additional Directions or Comments:

014-3-15 (2/06) WHITE – Printing & Services YELLOW – Department PINK – Retain in Department

TO SUBMIT A FAST COPY REQUISITION CHOOSE ONE OPTION:

Option 1: DIGITALLY

- Click the button below to create an e-mail message to Printing & Services.
- (This Fast Copy Requisition will automatically be attached.)
- Attach your printing job.
- Click send.

Option 2: HARD COPY

- Print out this form.
- Paperclip originals to form.
- Inter-D to Printing & Services.