Printing & Duplicating Request

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| **Name:** | |
| **Dept. Code: \*** | |
| **Secretary:** | **Date:** |
| **Building and Room No.: \*** | **Ext. No.:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No. of Copies or Finished Pieces Requested:** | | | | |
| **No. of Original Pages Attached:**  **(If 2-sided, please count both sides)** | | | | |
| **Printing Description:** | | | | |
| **Request Delivery By:** | **Date: \*** | **Time: \*** | AM | PM |

Send Through Mail  Hold/Will Pick Up

Printing Instructions

Black & White  Color Copy

Type of PaperSize of Paper

Regular Bond  8 ½ x 11 B/W & Color Copy

Card Stock  8 ½ x 14 B/W & Color Copy

Other (specify in Special Instructions)  11 x 17 B/W & Color Copy

17 x 22 Wide Format Only

24 x 36 Wide Format Only

Other (specify in Special Instructions)

**Specify:**

Back-to-Back  Collate Only

Head-to-Foot  Bindery

Collate & Staple  Fold

Drill Holes  Pad

Cut  Other (specify in Special Instructions)

Special Instructions

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| --- |
|  |

Hours of operation are 8:00 a.m. to 5:00 p.m. Open from 12:00 p.m. to 1:00 p.m. for drop off and pick up only.

Printing to be completed within 2 working days from receipt of material in Print Shop. EXCEPTION: All printed material which must be typeset and/or printed in color may need more time. PLEASE allow sufficient time for these items to be completed. Printing cannot be started until proofs are signed and delivered to the Printing and Duplicating Department. Planning ahead for future printing needs will save time and expense and will enable the print shop to provide better service.

**NOTICE: WARNING CONCERNING COPYRIGHT RESTICTIONS**

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\* These items must be complete and accurate for printing of your project to begin.