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| Requested by: | Date Requested: |
| Campus/Department: | Date Required: |
|  | Approved by: |
|  | Budget Code: |

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| **Job Name:** |  |
| # of Pages: \_\_\_\_\_ |  |
| # of Copies Needed: \_\_\_\_\_ |  |
| Black & White OR Color Copies | Single Side OR Front & Back |
| **PAPER:**  20# Bond, 8.5”x 11”, White  20# Bond, 11” x 17”, White  20# Bond, 8.5” x 11, Color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  65-67# Cardstock, 8.5” x 11”, Color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  80# Cover/Cardstock, 8.5” x 11”, White  80# Cover/Cardstock, 11” x 17”, White  Letterhead, 500/box  Envelopes  Report Card Covers  2-Part NCR  3-Part NCR  4-Part NCR | **FINISHING:**  Fold  Staple – Book Top Corner  Plastic Spiral Binding  Hole Punch - 2 Hole 3 Hole  Note Pad, Size \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cut, Size \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SPECIAL INSTRUCTIONS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **SAMPLE ATTACHED** |  |