Date: _______________ Approximate Date Wanted: _______________

Person Requesting: ____________________________________________

Department: _________________________________________________

Building/Room: _______________________________________________

Budget No.: ____________________________ Ext.: ______________

Quantity: __________________ No. of Originals: _________________

Printed:   ❑ 1 Sided    ❑ 2 Sided

Paper Size:  ❑ 8.5 x 11  ❑ 8.5 x 14  ❑ 11 x 17  ❑ Other ______

Card Size:  ❑ 8.5 x 11  ❑ 8.5 x 14  ❑ 11 x 17  ❑ Other ______

Color:  ❑ White      ❑ Blue       ❑ Tan
        ❑ Canary     ❑ Goldenrod  ❑ Salmon
        ❑ Buff       (paper only)
        ❑ Ivory      ❑ Green

Binding:  ❑ Collate    ❑ Staple     ❑ Tape Bind
          ❑ 3-Hold Punch ❑ Spiral Bind

Fold to: ❑ Half Fold  ❑ #10 Envelope Size  ❑ Other ______
        ❑ Brochure Fold (Describe) __________________________

Cut to: ________________

Mailing/Delivery Instructions: ________________________________