



Printing Request Form

Job No.

Printing Services Phone (773)508-2041 or (773)508-2042
Fax (773)508-3401 or (773)508-7744

Contact Name: _____ Phone #: _____ Email: _____
 Department: _____ Building: _____ Room #: _____
 Project Title: _____ Campus: _____

Printing Services MUST have the following information BEFORE processing your order:

Account No.: _____	Dept. Approval: _____
Date Ordered: _____	Date Due: _____

Copying: B & W Copying: Color

# of Pages _____	Type of Paper _____
Quantity _____	Paper Size _____
<input type="checkbox"/> Single Sided	Slip Sheet Color _____
<input type="checkbox"/> Double Sided	No. of Tabs _____
<input type="checkbox"/> Both	NCR _____ Part <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

FINISHING

<input type="checkbox"/> Collating	<input type="checkbox"/> Stapling # _____ Location _____
<input type="checkbox"/> Drilling _____	<input type="checkbox"/> GBC Binding
<input type="checkbox"/> Folding (Attach Sample)	<input type="checkbox"/> Tape Binding
<input type="checkbox"/> Cutting	<input type="checkbox"/> Rubber Band
	<input type="checkbox"/> Padding Sht/Pad <input type="checkbox"/> 50 <input type="checkbox"/> 100

Special Instructions:

ROUTING: Printing Services is NOT responsible for jobs AFTER they leave the premises.

Pickup Delivery

Lake Shore Campus
Centennial Forum
1st Floor, Room 122
Phone: 8-2042, Fax: 8-2169