

PHOTOCOPY/OUTPUT REQUISITION

(The yellow copy of this form will be returned to you with your job.)

Date _____ Date Needed _____ Phone _____

Department _____ Email _____

Department Account# Fund _____ Org _____ Prog _____

Deliver to (Bldg. & Room) _____ P.O. Box _____

Authorized by (Name) _____

JOB Description _____

Item 1 _____ #Color _____ #B&W _____ #Total Copies _____

Paper Size: 8½x11 11x17 12x18 13x19 _____ Gang-up #out _____ #sheets _____

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Item 3 _____ #Color _____ #B&W _____ #Total Copies _____

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FINISHING

Cut Size(s) _____ #Total Cuts _____ Laminated Size _____

Stapled (1 or 2) Collated 3-Hole Punch Pad #Sheets per pad _____

Folding: Letterfold Half Fold Accordion Fold Other _____

Binding: Size _____ GBC Spiral Wire Cover(s) (Clear Black _____)

Carbonless (wht/yllw or wht/pnk/yllw) Divider Tabs #Per Book _____

Special Instructions _____

Design _____

Production _____

Tax _____

TOTAL _____

Radford University Printing Services

Corner of First and Grove P.O. Box 6884, Radford, VA 24142 (540) 831-6267 printing@radford.edu