



ORDER DATE \_\_\_\_\_

DATE & TIME NEEDED \_\_\_\_\_

## STANDARD COPY REQUISITION FORM

PLEASE USE ONE WORK ORDER FOR JOB

NAME \_\_\_\_\_

PHONE & EXT. \_\_\_\_\_

E-MAIL \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

**NUMBER OF COPIES NEEDED** \_\_\_\_\_

**NUMBER OF ORIGINAL PAGES** \_\_\_\_\_

**SIZE** CIRCLE ONE

LETTER 8.5 x 11    LEGAL 8.5 x 14    TABLOID 11 x 17    OTHER \_\_\_\_\_

*Other sizes may be available on request.*

**PAPER COLOR** \_\_\_\_\_

**PAPER WEIGHT** \_\_\_\_\_

CIRCLE ONE    TEXT or COVER

**SIMPLEX/DUPLEX**

CHECK ONE

☐

**SINGLE SIDED**

☐

**DOUBLE SIDED**

**COPYING**

CHECK ONE

☐

**BLACK & WHITE**

☐

**FULL COLOR**

**DISPOSITION**

CHECK ONE

☐

**PICK-UP**

☐

**DELIVERY**

BUILDING \_\_\_\_\_

ROOM \_\_\_\_\_

**OTHER SERVICES REQUIRED**

CHECK ALL REQUIRED

☐

**COLLATED**

☐

**CUT**

☐

**FOLDING: TRI-FOLD or HALF**

☐

**STAPLE** upper left/3-side staples

☐

**THREE HOLE PUNCH**

☐

**GBC BINDING**

clear front cover/black back cover

☐

**SPIRAL BINDING**

clear front cover/black back cover

**SPECIAL INSTRUCTIONS**

PLEASE LEAVE BLANK FOR INTERNAL USE

**TOTAL CHARGES** \_\_\_\_\_

*For notepads, carbonless forms & booklet orders, please use the Specialty Copy Requisition Form. For envelopes, letterhead, and business card orders, please use the Stationery and Business Card Requisition Form. For all other job inquiries, call 610.282.1100 ext. 1201 or e-mail minuteman@desales.edu.*

Revised February 2011

### QUESTIONS?

PLEASE CONTACT MARCY McCONNELL AT 610.282.1100 EXT.1201 OR E-MAIL MINUTEMAN@DESALES.EDU