

# OUTSIDE PRINTING REQUEST

If not typing information, please PRINT clearly.

Today's date:

Date needed by:

Person requesting print job:

## Job Order Specifications:

1. Number of photocopies?

2. Single- or double-sided copy?  Single-sided copy  
 Double-sided copy

3. Collate?  Yes  
 No

4. Are covers to be used?  No → Skip to question #5  
 Yes → See questions #4a through 4d

4a) Color requested for front cover:

4b) Color requested for back cover (or "no back cover"):

4c) Are front covers being supplied by PI?  No  
 Yes

4d) Are back covers being supplied by PI?  No (or "no back cover")  
 Yes

5. What kind of binding?

None

Spiral binding → Color requested for spiral binding:

Staple → Stapled where?

6. Further instructions, if any:

Please, submit to **Lucy Hamm** or **Debra Hambrick**, 365 Weil Hall (392-9537, ext. 1406 or 1408, respectively).