

PRINTING REQUEST FORM

(Please allow 24 hours for completion of job)

3-DIGIT AUDIT # _____		DATE SUBMITTED _____	DATE DESIRED _____	<input type="checkbox"/> AM <input type="checkbox"/> PM
NAME _____		DEPT./CLASS _____		
# OF PAGES IN ORIGINAL	QUANTITY DESIRED	DESCRIPTION		1-SIDED 2-SIDED
STOCKS DESIRED (CHECK)				
8 1/2 X 11 BOND		NCR		CARDSTOCK
<input type="checkbox"/> WHITE	<input type="checkbox"/> CANARY	<input type="checkbox"/> SALMON	<input type="checkbox"/> 2PT	<input type="checkbox"/> WHITE <input type="checkbox"/> CANARY <input type="checkbox"/> SALMON
<input type="checkbox"/> BLUE	<input type="checkbox"/> GREEN		<input type="checkbox"/> 3PT	<input type="checkbox"/> BLUE <input type="checkbox"/> GREEN
<input type="checkbox"/> STOCK PROVIDED	<input type="checkbox"/> TRANSPARENCY	SPECIAL ORDER _____		
BINDERY			GRAPHICS	
<input type="checkbox"/> COLLATE	<input type="checkbox"/> FOLD	<input type="checkbox"/> SPIRAL BIND	<input type="checkbox"/> NEW	<input type="checkbox"/> RESET <input type="checkbox"/> PROOF REQUIRED _____
<input type="checkbox"/> STAPLE	<input type="checkbox"/> LETTER		<input type="checkbox"/> SPECIAL INSTRUCTIONS _____	
<input type="checkbox"/> 3-HOLE PUNCH	<input type="checkbox"/> HALF	SIZE _____	_____	
<input type="checkbox"/> PAD	<input type="checkbox"/> SPECIAL	QUANTITY _____	_____	
<input type="checkbox"/> CUT/SIZE _____				
<input type="checkbox"/> COLOR COPIES			OFFICE USE ONLY	
<input type="checkbox"/> SPECIAL INSTRUCTIONS _____			_____ B&W _____ COLOR _____ CANON	
_____			_____ PAPER QUANTITY _____ IMPRESSIONS	
_____			<input type="checkbox"/> RETURN <input type="checkbox"/> FILE	

Email electronic print requests to: rc.printingservices@reedleycollege.edu

Revised: 10-05-17