



Label/Duplicating/Print Request Form

- List Labels
 Printing Mailing
Rush approval: _____
(for rush 1-day turnaround/special jobs only)

For Office Use Only

Job: _____
Approved by: _____
Total number of copies: _____

To whom sent: _____

Data Processing

Date in: _____ Needed by: _____ Date out: _____
Requested by: _____ Approved by: _____
For: _____ Final copy received: _____

Duplicating/Printing Specifications

Date in: _____ Needed by: _____ Date out: _____
Requested by: _____ Quantity needed: _____ # of pages: _____
Department/Division to charge: _____
Description: _____
Paper: White Blue Green Canary Goldenrod Pink
 Letterhead Ivory Salmon Other: _____
Size: 8.5" x 11" 8.5" x 14" 11" x 17" Other: _____
Check: One sided Two sided Flat Folded Color Black & White
 Booklet Stapled Hole punch Other: _____
Special instructions: _____

Mailing Specifications

Date in: _____ Needed by: _____ Date out: _____
Requested by: _____ Quantity needed: _____ # of pages: _____
Department/Division to charge: _____
Description: _____
Quantity: _____ Interoffice mail: _____ Envelopes: _____
Bulk rate: _____ First Class: _____ First Class Presort: _____
Special instructions: _____