

Copies - Supply - Equipment

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FILL FORM OUT COMPLETELY

Name:

DATE:

Department:

USER:

Quantity:

Print Job Title:

Paper Color:

Due Date:

1 Sided

Front Cover

1 Sided into 2 Sided

Back Cover

2 Sided into 1 Sided

Both Covers

2 Sided into 2 Sided

Fold

Un-collated (Each)

Cut

Stapled Upper Left

Laminate

Stapled Upper Right

Comb Bind

Double Staple

3 Hole Punch

Transparency

Perforate

Special Instructions:

Supply:

Equipment:

Item

Room

Date