Printshop Requisition

Project Description: Business Partners

Approved By: [Signature]

Date Needed: 9/24/18

Budget Code and Classification

<table>
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<tr>
<th>Fd</th>
<th>Resc</th>
<th>Y</th>
<th>Objt</th>
<th>So</th>
<th>Goal</th>
<th>Func</th>
<th>Sch</th>
<th>DD1</th>
<th>DD2</th>
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Paper and Bindery Specifications

# ORIGINALS: 1

# COPIES: 100

PAPER SIZE: [ ] 8 1/2" X 11" [ ] 8 1/2" X 14" [ ] 11" X 17" [ ] Other

PAPER COLOR: [ ] White [ ] Color [ ] As per Copy

PAPER TYPE: [ ] Bond [ ] Astrobright [ ] Card [ ] NCR [ ] Envelopes [ ] See Sample

FINISHING: [ ] Collate and Staple [ ] Collate (no Staple) [ ] Fold (3 Panel 1, 3 Panel 2, 4 Panel) [ ] Punch (3 Hole, 2 Hole) [ ] Other [ ] None

INK COLOR: [ ] White [ ] Color [ ] As per Copy

ADDITIONAL INSTRUCTIONS

Email electronic file

Thanks!!

Est. # 41.50

PRINTSHOP USE ONLY

Materials/Time Used:

Collate No. of Sheet:

No of Staples:

Fold No. of Sheets:

Punch No. of Sheets:

No. of Cuts:

Type/Graphics:

Handwork:

Sub Total: ______________________

Tax: ______________________

Amount: ______________________

Received by: ______________________ Date: ______________________

*To Help Meet Needed Date, form must be completed in its entirety.

WHITE & CANARY: Printshop

PINK: Department

GOLDENROD: Retained by Originator

Stock No. 23135

Rev. 9/14