

**UNIVERSITY WORK**

DEPARTMENT \_\_\_\_\_

NAME \_\_\_\_\_

PS# \_\_\_\_\_

DATE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

- Test       Form       Syllabus
- Letter/Memo       Course Material
- \_\_\_\_\_

**PERSONAL WORK**

(Bill to Individual or Organization)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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Signature of Instructor: \_\_\_\_\_

JOB ID # \_\_\_\_\_

DATE NEEDED \_\_\_\_\_

FILE NAME \_\_\_\_\_

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**TOTAL # OF PAGES TO BE COPIED** \_\_\_\_\_ **NUMBER OF COPIES PER PAGE** \_\_\_\_\_

SPECIAL PRINTING INSTRUCTIONS \_\_\_\_\_

**PAPER SIZE**

- 8.5x11"
- 8.5x14"
- 11x17"
- 12x18"
- Paper Provided

**20# PAPER**

- White
- Blue
- Buff
- Goldenrod
- Green
- Pink
- Yellow

**67# CARDSTOCK\***

- White     Green
- Cream     Goldenrod
- Gray     Yellow
- Ivory     Blue

**ENVELOPES**

- Plain White, Black only
- State Seal, Black only
- State Seal, Black and Red

**WIDE FORMAT PRINTING\***

- POLY     VINYL
- 24"     36"     42"

**LETTERHEAD**

- Plain White, Black only
- State Seal, Black only
- State Seal, Black and Red

**FINISHING**

- Collate     Punch     Fold     Spiral Bound\*
- Staple     Cut     Booklet     Pad     Thermal Tape\*

\* Charged against FRS account

FINISHING SPECIFICS \_\_\_\_\_

- Return through Campus Mail**
- Will Pick Up**
- Distribute to:**
  - \_\_\_\_ Administrators    \_\_\_\_ Classified Employees
  - \_\_\_\_ Faculty    \_\_\_\_ 1 Each Department
  - \_\_\_\_ Librarians    \_\_\_\_ Students (Fred. Hall)

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