## NORWICH UNIVERSITY COPY CENTER
### PRINTING REQUISITION

| Date: ____________________________ | Delivery Date: ____________________________ |
| Department: ____________________________ | Phone Number: ____________________________ |
| Budget Number: ____________________________ | Activity Code: ____________________________ |
| Description: ____________________________ | Number of Copies: ______ | Number of Originals: ______ |

### Duplicating:
- Quick Copy
- 3 Holes
- 2 PT
- 3 PT
- 4 PT
- Half
- Z Fold
- Saddle Stitched
- Staple (top left)
- 2 Staple (side)

### Punch:
- 3 Holes
- Yes
- No
- Other

### Paper:
- White
- Color: __________ |
- Color Index: ______ |
- White Index

### Bindery:
- Staple (top left)
- 2 Staple (side)
- Send Fac-Ops
- Building: __________ |
- Room: __________ |

### NCR:
- 2 PT
- 3 PT
- 4 PT
- Other

### Fold:
- Half
- Z Fold
- Saddle Stitched
- Staple (top left)
- 2 Staple (side)

### Prints:
- One-Sided
- Two-Sided
- Two-Two
- Other
- Letterhead
- Business Cards
- Envelopes
- Other

### Size:
- 8 ½ X 11
- 8 ½ X 14
- 11 X 17
- Other

### Ink:
- Black and White
- Color
- Envelopes
- Other

### Padding:
- Top
- Left
- J-Number: __________ |

### Special Instructions:

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**AUTHORIZED SIGNATURE:** ____________________________________________

**Print Name:** _______________________________________________________________________________________

**Date:** ___________________________________________________________________________________________