

COPY & PRINTING SERVICES

INTERDEPARTMENTAL REQUEST

DATE: _____ DUE DATE: _____ JOB JACKET: _____

742100	452102					
ACCOUNT	REVENUE ACCT	FUND	DEPARTMENT	PROGRAM	CLASS	PROJECT-GRANT

NO. ORIGINALS _____ QUANTITY OF EACH ORIGINAL _____ TOTAL COPIES _____

PAPER COLOR:

- WHITE
- BLUE
- YELLOW
- GREEN
- PINK
- OTHER _____

SIZE:

- 8 1/2 x 11
- 8 1/2 x 14
- 11 X 17
- 12 X 18
- 13 X 19
- OTHER _____

- ONE SIDE
- FRONT AND BACK

- BLACK INK ONLY
- COLOR COPIES

- BUSINESS CARD
- LETTERHEAD
- ENVELOPE
- POSTER PRINT
- PHOTO PRINT

AUTHORIZED BY _____ ROOM NO. _____
 DEPARTMENT _____
 PERSON TO CONTACT _____ EXT. _____
 TITLE OF JOB REQUEST _____

SEND TO PRINT SHOP FOR THE FOLLOWING

IDR# _____

DESCRIPTION	QUANTITY	TOTAL COST
<p>PLEASE SUBMIT ONE JOB & SAMPLE FOR PRINT PER IDR FORM</p>		

FINISHING:

- COLLATE FOLD PERFORATE STAPLE
- BIND/COIL BIND/PERFECT SADDLE STITCH
- DRILL TOP 2 HOLE 5 HOLE
 LEFT SIDE 3 HOLE 7 HOLE
- CUT SIZE: _____
- PAD 100 TO PAD 50 TO PAD CARBONLESS FAN APART SETS
- WRAP/ Per Pkg. _____

FOR PRINTING SERVICES USE ONLY:

PROOF SENT _____

TOTAL

NO. IMPRESSIONS _____

Received By: _____ Date: _____