

# Printing Services Job Request

## DUPLICATION

Order No. \_\_\_\_\_

Date \_\_\_\_\_

Requestor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Department: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Materials: \_\_\_\_\_

### Machine Used:

IS110      Cannon 105      Cannon 4000

### Paper:

No. Originals \_\_\_\_\_ #Copies/Sets \_\_\_\_\_

Single      Single-to-Duplex      Duplex-to-Duplex

### Finishing/Fold:

Letter      Half      Double Parallel

### Binding:

Staple      Upper Left      Upper/Bottom/Left      Upper Left/Landscape  
Spiral Punch  
Fast Back  
Saddle Stictch

### Lamination:

Legal      Letter      Tab      Trim      Mil    3    5    7

### Miscellaneous:

Shrink Wrapping      Cutting      Perforation      Scoring

### Office Use Only:

--

Order Pick-Up Date \_\_\_\_\_

Assigned To: \_\_\_\_\_

QUOTE: \_\_\_\_\_

# Proofs: \_\_\_\_\_

Picked Up By: \_\_\_\_\_

(Signature)

Date: \_\_\_\_\_