



# PRINT SHOP SERVICE REQUEST

## COPIES (one form required per request)

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Date Needed: \_\_\_\_\_

For copy jobs please check all that apply:

Number of copies: \_\_\_\_\_ Paper Color: \_\_\_\_\_ Paper Size: 8 1/2 x 11 ☐ 8 1/2 x 14 ☐ 11 x 17 ☐

Collated ☐ Confidential ☐ 2-Sided ☐ Folded ☐ Stapled ☐ Three-hole Punch ☐

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## SPECIALITY JOBS (one form required per request)

Business Cards ☐ Brochure ☐ Photography Event ☐ Flyer ☐ Post Cards ☐ Poster ☐

Written Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Completed: \_\_\_\_\_ Print Shop Staff: \_\_\_\_\_