

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:
<input type="checkbox"/> WHITE
<input type="checkbox"/> BLUE
<input type="checkbox"/> YELLOW
<input type="checkbox"/> GREEN
<input type="checkbox"/> PINK
<input type="checkbox"/> OTHER _____ | SIZE:
<input type="checkbox"/> 8 1/2 x 11
<input type="checkbox"/> 8 1/2 x 14
<input type="checkbox"/> 11 X 17
<input type="checkbox"/> 12 X 18
<input type="checkbox"/> 13 X 19
<input type="checkbox"/> OTHER _____ | <input type="checkbox"/> ONE SIDE
<input type="checkbox"/> FRONT AND BACK
<input type="checkbox"/> BLACK INK ONLY
<input type="checkbox"/> COLOR COPIES |
|--|--|--|

- | | |
|---|--|
| <input type="checkbox"/> BUSINESS CARD

<input type="checkbox"/> LETTERHEAD
<input type="checkbox"/> ENVELOPE

<input type="checkbox"/> POSTER PRINT
<input type="checkbox"/> 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
<div style="text-align: center; margin-bottom: 10px;"> </div> <p style="text-align: center; font-weight: bold; margin-top: 50px;">PLEASE SUBMIT ONE JOB & SAMPLE FOR PRINT PER IDR FORM</p>		

FINISHING: <input type="checkbox"/> COLLATE <input type="checkbox"/> FOLD <input type="checkbox"/> PERFORATE <input type="checkbox"/> STAPLE <input type="checkbox"/> BIND/COIL <input type="checkbox"/> BIND/PERFECT <input type="checkbox"/> SADDLE STITCH <input type="checkbox"/> DRILL <input type="checkbox"/> TOP <input type="checkbox"/> 2 HOLE <input type="checkbox"/> 5 HOLE <input type="checkbox"/> LEFT SIDE <input type="checkbox"/> 3 HOLE <input type="checkbox"/> 7 HOLE <input type="checkbox"/> CUT SIZE: _____ <input type="checkbox"/> PAD <input type="checkbox"/> 100 TO PAD <input type="checkbox"/> 50 TO PAD <input type="checkbox"/> CARBONLESS FAN APART SETS <input type="checkbox"/> WRAP/ Per Pkg. _____	TOTAL
FOR PRINTING SERVICES USE ONLY: PROOF SENT _____	

NO. IMPRESSIONS _____

Received By: _____ Date: _____