



# Print Shop Requisition

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Bindery: \_\_\_\_\_

Job Completed: \_\_\_\_\_

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Document File Name: \_\_\_\_\_ File Location:  Email Attachment  S:Drive

Date Submitted: \_\_\_\_\_ Date Required: \_\_\_\_\_ Time Required: \_\_\_\_\_ am \_\_\_\_\_ pm  
mm/dd/yy mm/dd/yy

Counter Pickup  Deliver Job to: \_\_\_\_\_  Return Original to: \_\_\_\_\_

Confidential Information:  Yes  No  If Modules – fill out the Bookstore Module Resale Section at bottom of page

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No. of Pages: \_\_\_\_\_  Single Sided  Tabs # \_\_\_\_\_ Other: \_\_\_\_\_

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<input type="checkbox"/> 8.5 x 11	<input type="checkbox"/> White	<input type="checkbox"/> White
<input type="checkbox"/> 8.5 x 14	<input type="checkbox"/> Colour	<input type="checkbox"/> Colour
<input type="checkbox"/> 11 x 17	_____	_____

### COLOUR COPY PRINTING Title Page Whole Document

Size	Paper Finish	Paper Weight
<input type="checkbox"/> 8.5 x 11	<input type="checkbox"/> Matt <input type="checkbox"/> Gloss	<input type="checkbox"/> 28 <input type="checkbox"/> 60 <input type="checkbox"/> 80
<input type="checkbox"/> 8.5 x 14	<input type="checkbox"/> Matt Only	<input type="checkbox"/> 28
<input type="checkbox"/> 11 x 17	<input type="checkbox"/> Matt <input type="checkbox"/> Gloss	<input type="checkbox"/> 28 <input type="checkbox"/> 60

### BINDERY/FINISHING

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<input type="checkbox"/> Collate Document	<input type="checkbox"/> Portrait	<input type="checkbox"/> 3-Hole	<input type="checkbox"/> Shrink Wrap	<input type="checkbox"/> 2 panel	2 Part: _____
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### BOOKSTORE MODULE RESALE

Exact Course Title: \_\_\_\_\_

Course No.: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

No. of Students in Course: \_\_\_\_\_

No. of Copies: to Instructor: \_\_\_\_\_

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Have you made revisions to the current package in

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