PRINT PLUS – COPY REQUEST

Date: ________________  No. of Copies: ____

Requisitioned by: ____________________________

Extension: _________________________________

Date Required: ___________ Time: ___________

_____ Plain  _____ Single sided
_____ 3 hole  _____ Double sided
_____ Coloured paper  _____ Stapled
_____ Card stock  _____ Transparencies
_____ Highlight color  _____ Colour copies
_____ Letterhead  _____ Scan & email

Special Instructions

_____ Tape  _____ Cut  _____ Booklet
_____ Cerlox  _____ Fold  _____ Covers
_____ Spiral  _____ Pad
_____ Perfect

__________________________________________

_____ Copyright  _____ Approved by
_____ Print Plus pickup  _____ Mailbox delivery