SPECIALTY COPY REQUISITION FORM
PLEASE USE ONE WORK ORDER FOR JOB

ORDER DATE ______________________
DATE & TIME NEEDED __________________

NAME ____________________________
PHONE & EXT. ______________________
E-MAIL ____________________________
DEPARTMENT _______________________
ACCOUNT # _________________________

NOTEPADS GLUED WITH CHIPBOARD BACKING

QUANTITY _______ SHEETS PER PAD _______

SIZE CIRCLE ONE
2-UP 4-UP 8-UP 4-UP LEGAL
5.5 x 8.5 4.25 x 5.5 2.75 x 4.25 4.45 x 7

Additional sizes may be available. 4-up legal unavailable in full color.

- BLACK & WHITE
  PAPER: 20# TEXT WHITE or UPGRADE _______

- FULL COLOR
  PAPER: 28# TEXT WHITE or UPGRADE _______

BOOKLETS SADDLE STITCHED

QUANTITY __________________________

- BLACK & WHITE
  INSIDE PAGES: 60# TEXT WHITE OFFSET
  COVER: 67# VELLUM BRISTOL or 80# COVER WHITE
  COLOR _________ FULL COLOR

- FULL COLOR
  INSIDE PAGES: 28# TEXT WHITE COLOR COPY
  COVER: 80# COVER WHITE FULL COLOR

This is the standard paper selection. Other paper upgrades may be available upon request.

SIZE CIRCLE ONE
8.5 x 11 5.5 x 8.5 7 x 8.5 (black & white only)

NUMBER OF INSIDE PAGES ____________
Must be in signatures of four pages.

CARBONLESS FORMS

QUANTITY __________________________

SIZE CIRCLE ONE
1-UP 2-UP 3-UP 4-UP
8.5 x 11 5.5 x 8.5 3.6 x 8.5 4.25 x 5.5
4.25 x 11 2.8 x 11 2.75 x 8.5

NUMBERING YES or NO START # _______

STANDARD SEQUENCE OF COLORS

- 2-PART FORMS
  (WHITE TOP SHEET FOLLOWED BY CANARY)

- 3-PART FORMS
  (WHITE TOP SHEET FOLLOWED BY CANARY AND PINK)

- 4-PART FORMS
  (WHITE TOP SHEET FOLLOWED BY CANARY, PINK AND GOLDENROD)

- 5-PART FORMS
  (WHITE TOP SHEET FOLLOWED BY GREEN, CANARY, PINK, AND GOLDENROD)

For black & white and color copies, please use the Standard Copy Requisition Form.
For envelopes, letterhead, and business card orders, please use the Stationery and Business Card Requisition Form. For all other job inquiries, call 610.282.1100 ext. 1201 or e-mail minuteman@desales.edu.

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