STANDARD COPY REQUISITION FORM
PLEASE USE ONE WORK ORDER FOR JOB

NAME ________________________________
PHONE & EXT. __________________________
E-MAIL ________________________________

NUMBER OF COPIES NEEDED ______________
NUMBER OF ORIGINAL PAGES ______________

SIZE CIRCLE ONE
LETTER 8.5 x 11
LEGAL 8.5 x 14
TABLOID 11 x 17
OTHER ______________

COPYING CHECK ONE
BLACK & WHITE
FULL COLOR

PAPER COLOR ____________________________
PAPER WEIGHT __________________________
CIRCLE ONE TEXT or COVER

SIMPLEX/DUPLEX CHECK ONE
SINGLE SIDED
DOUBLE SIDED

DISPOSITION CHECK ONE
PICK-UP
DELIVERY
BUILDING ____________
ROOM ____________

OTHER SERVICES REQUIRED
CHECK ALL REQUIRED

COLLATED
CUT
FOLDING: TRI-FOLD or HALF
STAPLE upper left/3-side staples
THREE HOLE PUNCH
GBC BINDING
clear front cover/black back cover
SPIRAL BINDING
clear front cover/black back cover

SPECIAL INSTRUCTIONS

PLEASE LEAVE BLANK FOR INTERNAL USE

TOTAL CHARGES ______________

QUESTIONS?
PLEASE CONTACT MARCY McCONNELL AT 610.282.1100 ext. 1201 OR E-MAIL MINUTEMAN@DESALES.EDU

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For notepads, carbonless forms & booklet orders, please use the Specialty 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.