| Print Services Request |  |
| :---: | :---: |
| Name: <br> Date of request: | For CougarNet use only Employee initials: $\qquad$ |
| Request type: Document print Copy Scan and send (provide USB or email below) <br> Number of copies: $\qquad$ <br> Specify document name(s) or page number(s) below. | Source: Email Hard copy Other (USB, SD, etc.) |
| $\square$ Black \& white $\quad \square$ Full color | $\square$ Toner/ink |
| $\square$ Single-sided $\quad \square$ Double-sided | $\square$ Duplex |
| $\square$ Stapled $\quad \square$ Hole punch \#__ | $\square$ Finishing |
| $\square$ Regular weight $\square$ Cardstock | $\square$ Weight |
| Letter ( $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ ) Legal ( $81 / 2^{\prime \prime} \times 14^{\prime \prime}$ ) Tabloid (11" x 17") Poster print $\qquad$ x $\qquad$ | $\square$ Size |
| Additional instructions (paper color, NCR, booklet, folding, cerlox, cutting, etc.) |  |
| How should this be billed? To account Cash or check <br> Dept. billing code/username: at pickup | Amount owed: \$ $\qquad$ or <br> Billed to account <br> Date: $\qquad$ |
| Contact preference: Email: $\qquad$ Phone: $\qquad$ | Notified client <br> File with completed job and source material(s) under client's last name. |

