Please print or type information below. Attach original art work or printed sample. **DO NOT STAPLE THE ART WORK.** Forward entire requisition to the print shop. A copy of the completed requisition will be returned to you. This form can also be completed online and is available on the University's Marketing and Communications intranet site, under online forms. Any questions, contact Don Pastorius, Manager of Printing and Office Services, Room #LL16D at 412-392-3817; email: dpastorius@pointpark.edu.

Ordered By

Department Name and Location (Please include building)

Phone Number of Contact Person

Department Approval Signature

Date of Request

Budget Number Required

Title of Job/Description

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Print

B&W Copy

Color Copy

(ASAP is not a date. Due date must be confirmed.)

Minimum quantity for black and white copy requests are 25 copies per original.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Number of Originals</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-Sided</td>
<td></td>
</tr>
<tr>
<td>Two-Sided</td>
<td></td>
</tr>
<tr>
<td>Collating</td>
<td></td>
</tr>
<tr>
<td>Stapling</td>
<td></td>
</tr>
</tbody>
</table>

Ink Color *(For Printing)*

- Black
- Color *(Specify)*

Due Date

8-1/2" x 11"

- White
- Other

8-1/2" x 14"

- White
- Other

11" x 17"

- White
- Other

NCR

- 2-Part
- 3-Part
- 4-Part

67 lb. Cardstock

- White
- Other

Additional Instructions

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