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## ON DEMAND STUDENT UNION PRINT REQUEST FORM

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PRODUCTION (RICOH USE ONLY)	Requested Date &	Time of Completion:	JOB DESCRIPTION (RICOH USE ONLY)	
PROOF REQUIRED	Intake Employee's Ini	tials:		File Name:
Notes:  2. 3. 4. 5.  COPY/PRINT: COLOR 1-Sided 8.5x11 20# bond			# of Copies:	1.
A	Notes:			
PAPER SIZE:   COPY/PRINT:				
PAPER SIZE:   PAPER SIZE:   PAPER TYPE:   White   Specific color:   Satin/dull   Specific color:   Satin/dull   Specific color:   Satin/dull   Specific color:   Specific co				
PRODUCTION (RICOH USE ONLY)  PAPER SIZE: PAPER SIZE: PAPER TYPE: PAPER TYPE: PAPER TYPE: Specific color: Seatin/dull specific color: Seatin/du				
COPY/PRINT: PAPER SIZE: PAPER SIZE: PAPER SIZE: DAME SIZE: PAPER SIZE: DAME SIZE: DAME SPECIFIC COLOR SEATING HILLS (RICOH USE ONLY)  B&W 2-Sided 8.5x11 20# bond white specific color: Satin/dull specific color: Specific c			PRODUCTION (RICOH USE ONLY)	
B&W	COPY/PRINT:	PAPER SIZE:		PAPER COLOR/FINISH:
3-Hole Drill   12x18   80#   text   cover   gloss   gloss   staple   13x19   100#   text   cover   pearl/linen	COLOR 1-Side	ed 8.5x11	20# bond	white
Staple	B&W 2-Sid	ed 8.5x14	24#/28# text	specific color:
Staple   13x19   100#   text   cover   pearl/linen		11x17	65# cover	satin/dull
Staple	3-Hole Drill			
Saddle-Stitch 13x27 120# cover    FINISHING (RICOH USE ONLY)	Stanlo			
FINISHING (RICOH USE ONLY)  BINDING:  Coil Bind  GBC Bind  GBC Bind  Clear Cover  Black or Blue Cover  Brinished Size(s):  Print Request Completed By:  Print Request Completed By:  Time of Completion:  Time of Completion:  Quality Checked By:  Quality Checked By:  Black or Blue Cover  Business Cards  Binding  aty 550  at of black/blue covers  # of black/blue covers  # of black/blue covers	<b>=</b>			pearly interi
BINDING:    Coil Bind   Bised   Bised	Saddle-Stitch	13X2/		
Coil Bind  GBC Bind  I1x17  Tri-Fold  Gate Fold  Black or Blue Cover  # of clicks  # of totals  # of folds  # of saddle-stitched sets  print (sq.ft): # of scores per 500 sheets  wide format # of scores per 500 sheets  wide format  # of scores per 500 sheets  wide format  # of scores per 500 sheets  # of perforated sheets per 500  banner stands Retract/ X-stand  # of binds  # of binds  # of clacar covers # of Waste  # of Waste  # of Waste	BINDING:	LAMINATE:		CUTTING:
GBC Bind				
Clear Cover Black or Blue Cover  BILLING DETAILS (RICOH USE ONLY)  POS PAYMENT ENTRIES:  # of clicks			Tri-Fold	
Black or Blue Cover  BILLING DETAILS (RICOH USE ONLY)  POS PAYMENT ENTRIES:  # of clicks				<del></del>
# of clicks				Finished Size(s):
# of clicks	Black or Blue Cover			
# of sheets # of stapled sets sheet size   laminating pouch size   Time of Completion:  weight of paper   # of laminating pouches cover or text   # of drills per 500 sheets wide format   # of saddle-stitched sets   Quality Checked By:  print (sq.ft):   # of scores per 500 sheets wide format   W/F setup fee   # of perforated sheets per 500   mount (sq. ft.):   banner stands Retract/ X-stand    Business Cards   Binding  qty 250   single-sided   # of binds   qty 500   double-sided   # of clear covers   # of Waste   # of Wa	POS PAYMENT ENTRIES	5:	DIEEMS DETAILS (MCOTTOSE ONET)	
# of sheets # of stapled sets sheet size   laminating pouch size   Time of Completion:  weight of paper   # of laminating pouches cover or text   # of drills per 500 sheets wide format   # of saddle-stitched sets   Quality Checked By:  print (sq.ft):   # of scores per 500 sheets wide format   W/F setup fee   # of perforated sheets per 500   mount (sq. ft.):   banner stands Retract/ X-stand    Business Cards   Binding  qty 250   single-sided   # of binds   qty 500   double-sided   # of clear covers   # of Waste   # of Wa	# of clicks		Rush fee # of cuts	Print Request Completed By:
sheet size	color or b&w		# of folds	
sheet size	# of sheets		# of stapled sets	
weight of paper # of laminating pouches  cover or text # of drills per 500 sheets  wide format # of saddle-stitched sets Quality Checked By:  print (sq.ft): # of scores per 500 sheets  wide format W/F setup fee # of perforated sheets per 500  mount (sq. ft.): banner stands Retract/ X-stand  Business Cards Binding  qty 250 single-sided # of binds # of clear covers # of waste  qty 500 double-sided # of clear covers # of Waste	sheet size		laminating pouch size	Time of Completion:
wide format # of saddle-stitched sets Quality Checked By:  print (sq.ft): # of scores per 500 sheets  wide format W/F setup fee # of perforated sheets per 500  mount (sq. ft.): banner stands Retract/ X-stand  gty 250 single-sided # of binds  qty 500 double-sided # of clear covers # of Waste  # of Waste	weight of paper		# of laminating pouches	
print (sq.ft): # of scores per 500 sheets wide format W/F setup fee # of perforated sheets per 500 mount (sq. ft.): banner stands Retract/ X-stand  Business Cards Binding qty 250 single-sided # of binds qty 500 double-sided # of clear covers # of Waste	cover or text		# of drills per 500 sheets	
wide format W/F setup fee # of perforated sheets per 500 mount (sq. ft.): banner stands Retract/ X-stand  Business Cards Binding  qty 250 single-sided # of binds # of clear covers # of Waste # of black/blue covers	wide format		# of saddle-stitched sets	Quality Checked By:
mount (sq. ft.):banner stands Retract/ X-stand  Business Cards Binding  qty 250 single-sided # of binds # of clear covers # of Waste # of black/blue covers				
Business Cards  qty 250 qty 500 double-sided # of binds # of clear covers # of black/blue covers # of Waste		•		
qty 250 single-sided # of binds # of clear covers # of Waste # of black/blue covers				
qty 500 double-sided # of clear covers # of Waste # of black/blue covers				
# of black/blue covers				
	qty 500	double-sided		# of Waste
	linen # c	of boxes		