



PRINT SHOP SERVICE REQUEST

COPIES

Name: _____ Today's Date: _____ Date Needed: _____

For copy jobs please check all that apply:

Number of copies: _____ Paper Color: _____ Paper Size: 8 1/2 x 11 8 1/2 x 14 11 x 17

Collated Confidential Duplex Folded Stapled Three-hole Punch

SPECIALITY JOBS

Business Cards Brochure Photography Event Flyer Post Cards Poster Social Media

Written Description: _____

Date Completed: _____ Print Shop Staff: _____