

PRINT PLUS – COPY REQUEST

Date: _____ No. of Copies: _____

Requisitioned by: _____

Extension: _____

Date Required: _____ **Time:** _____

_____ Plain	_____ Single sided
_____ 3 hole	_____ Double sided
_____ Coloured paper	_____ Stapled
_____ Card stock	_____ Transparencies
_____ Highlight color	_____ Colour copies
_____ Letterhead	_____ Scan & email

Special Instructions

_____ Tape	_____ Cut	_____ Booklet
_____ Cerlox	_____ Fold	_____ Covers
_____ Spiral	_____ Pad	
_____ Perfect		

_____ Copyright	_____ Approved by
_____ Print Plus pickup	_____ Mailbox delivery