

Requested By:		Date:	
Department:			
Contact Method	d:		
Project Title: _			
Quantity: Date Needed:			
# of Pages □Sin		ingle Sided _	Double Sided
B&W Color Both #Color #BW			
Paper Size: ☐5.5"x8.5" ☐ 8.5"x11" ☐ 8.5"x14" ☐ 11"x17"			
□White	<u>Pap</u> □Blue □Green	<u>er Color</u> □Canary □C	Cream
<u>Finishing</u>			
None	3 Hole Punch	Stapled  1 2	Spiral Bound  Includes Printed Hard Cover & Blank Back
Special Instructions:			