

Bates General Services

TECHNICAL COLLEGE Print Request Form

Job Number

SECTIONS MARKED WITH AN * MUST BE COMPLETE.

*Dept. Approval Signature: _____ *Department: _____

*Name: _____ *Phone: _____ *Budget Code: _____

*Deliver To (Room#): _____ Order Date: _____ *Date Due: _____ Call When Ready

JOB TITLE: _____

OF COPIES

# of Copies	# of Originals			
<input type="checkbox"/> BXW <input type="checkbox"/> Color 1. _____	1. _____	<input type="checkbox"/> Single Sided	<input type="checkbox"/> Double Sided	<input type="checkbox"/> Mixed (Print as per original)
<input type="checkbox"/> BXW <input type="checkbox"/> Color 2. _____	2. _____	<input type="checkbox"/> Single Sided	<input type="checkbox"/> Double Sided	<input type="checkbox"/> Mixed (Print as per original)
<input type="checkbox"/> BXW <input type="checkbox"/> Color 3. _____	3. _____	<input type="checkbox"/> Single Sided	<input type="checkbox"/> Double Sided	<input type="checkbox"/> Mixed (Print as per original)
<input type="checkbox"/> BXW <input type="checkbox"/> Color 4. _____	4. _____	<input type="checkbox"/> Single Sided	<input type="checkbox"/> Double Sided	<input type="checkbox"/> Mixed (Print as per original)
<input type="checkbox"/> BXW <input type="checkbox"/> Color 5. _____	5. _____	<input type="checkbox"/> Single Sided	<input type="checkbox"/> Double Sided	<input type="checkbox"/> Mixed (Print as per original)
<input type="checkbox"/> BXW <input type="checkbox"/> Color 6. _____	6. _____	<input type="checkbox"/> Single Sided	<input type="checkbox"/> Double Sided	<input type="checkbox"/> Mixed (Print as per original)

Type of Copies

Paper Size: 8 1/2 x 11 8 1/2 x 14 11 x 17 Paper Weight: 20lb 65lb Other _____

Paper Color: White Blue Green Canary Ivory Buff Pink Other _____

Assemble: Collated Uncollated Special Instructions _____

Covers

Paper Color: Front _____ Single Sided Double Sided Cardstock Color Copy No Printing

Paper Color: Back _____ Single Sided Double Sided Cardstock Color Copy No Printing

Finishing

<p>Folding</p> <p>Half Fold Tri-Fold Z-Fold Gate fold</p>	<p>Drilling</p>	<p>Cutting</p>	<p>Stapling</p>	<p>Tabs</p>
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Padding Side Top # of Pads _____ # of Sheets _____

Carbonless Paper (NCR) # of Parts _____

Binding Tape Comb Spiral

Special Instructions: _____

NOTE: INCOMPLETE INFORMATION MAY DELAY YOUR ORDER

White: Customer *Yellow:* General Services *Pink:* Accounting
 BTC is an equal opportunity and non-discriminatory employer and educational institution.