

DOCUTECH REQUEST FORM

Must be submitted a week in advance and must be accompanied by a Transfer Voucher

Requester: (Please print name)	Date:
Department:	FOAP #:
Signature:	Date Needed:
Contact Phone:	Email:

Type of Service Requested

COPY Color B&W 8.5x11 8.5x14 11x17 1-sided 2-sided
 Staple

BROCHURES 8.5x11 Z fold C fold Bi- fold

POSTER Finished Size _____

BOOKLET Size _____ Pages _____ Landscape Portrait

PAPER Coated Plain Card Stock GSM ____ Color _

Note:

- No requests will be accepted without a Fund number.
- Docutech is not responsible for typographical errors. Please proof-read and edit all material before submission.
- One sample of a booklet or brochure will be printed for reviewing and approving the layout before making additional copies.
- *Per Dr. Reddy, all extension/educational publications (flyers, brochures etc.) need to come to the Dean's office for review and approval prior to production and distribution.*

Picked up by: _____

Notes:

Date: _____

Amount Charged: _____