



# Lock Haven University Duplicating Services

## ORDER FORM

Date: \_\_\_\_\_

**# of Originals:**  
(count each side with print as an original)

**# of Copies:**

Check here: **COLOR** print

Check here: **LETTERHEAD**

### Ordered By

### Deliver To

Requestor: \_\_\_\_\_  
Department: \_\_\_\_\_  
Building: \_\_\_\_\_  
Room: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fund Center: \_\_\_\_\_  
WBS: \_\_\_\_\_

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Building: \_\_\_\_\_  
Room: \_\_\_\_\_  
Phone: \_\_\_\_\_

| STANDARD PAPER<br>(CHOOSE YOUR COLOR)   | MEDIUM STOCK<br>(CHOOSE YOUR COLOR)                        | CARD STOCK<br>(CHOOSE YOUR COLOR)   |
|---|--|---|
| <input type="checkbox"/> White  | <input type="checkbox"/> White                             | <input type="checkbox"/> Red  |
| <input type="checkbox"/> Green  | <input type="checkbox"/> Mint Green                        | <input type="checkbox"/> Peach  |
| <input type="checkbox"/> Buff <input type="radio"/> 8 1/2 x 11                      | <input type="checkbox"/> Light Blue                        | <input type="checkbox"/> Pink   |
| <input type="checkbox"/> Yellow <input type="radio"/> 14 x 11 ( <b>White ONLY</b> ) | <input type="checkbox"/> Yellow                            | <input type="checkbox"/> Dark Pink  |
| <input type="checkbox"/> Pink <input type="radio"/> 17 x 11 ( <b>White ONLY</b> )   | <input type="checkbox"/> Buff/Ivory <b>8 1/2 x 11 ONLY</b> | <input type="checkbox"/> Green <input type="radio"/> 8 1/2 x 11                   |
| <input type="checkbox"/> Blue   | <input type="checkbox"/> Gray                              | <input type="checkbox"/> Blue <input type="radio"/> 11 x 17 ( <b>White ONLY</b> ) |
|   | <input type="checkbox"/> Peach                             | <input type="checkbox"/> Yellow   |
|   | <input type="checkbox"/> Red                               | <input type="checkbox"/> Buff/Ivory   |
|   | <input type="checkbox"/> Pink                              | <input type="checkbox"/> Gray   |
|   |  | <input type="checkbox"/> White  |

### SPECIAL INSTRUCTIONS (\*\*\*CHECK ALL THAT APPLY\*\*\*)

- Collate (1,2,3)     Single Sheets     Fold     3 Hole Punch  
 Stack (1,1,1,2,2,2)     Front & Back     Cut     2 Hole Punch  
 Staple(s)  1     2     Top     Left     Right  
 Left     Center     Right

### ARE YOU MAKING A BOOK? (If so, then please check which type of binding you prefer)

- Spiral     Machine

Signature of Requestor: \_\_\_\_\_