

REQUESTER			
NAME OF READER / WORKBOOK			
TODAY'S DATE	DUE DATE/SEM.	DEPARTMENT	EXT. / CONTACT
STUDENT QTY.	# of ORIGINALS	+ INSTR. COPIES	<i>B.S. AJSTD. QTY.</i>
PRINT SHOP STAFF USE ONLY			
qty in this box: _____ box # _____ of _____		+ disp. by: _____	final qty: _____
NOTE: Please fill out a separate request for each master original/file submitted, and each semester needed. Copyrighted materials will not be printed without release from the publisher or author. DEAN OR SUPERVISOR APPROVAL sign: _____		SPECIAL NOTES/REQUESTS <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	

PRINT STYLE & BINDERY

- COVER (paper/color) _____
- PLAIN PAPER (all interior pages)
- COLOR PAPER INSERTS (pre-press) (1 to 2 colors only, up to 10 insert areas)

- print on inserts leave blank

- SINGLE SIDED (no back sides)
- 3-HOLE PUNCH
- NO HOLES NEEDED
- STAPLES (1 or 2) _____ (must use brads if over 100 sheets)
- BRAD FASTENING ONLY
- COLLATE ONLY (I will provide alternative binding)

OTHER MODULE SPECIFICS

- NEW MODULE
- REVISED (delete last file)
- NO CHANGES (use previous file)
- DO NOT RE-USE COPIES FROM PRIOR VERSION/S

- PRE-PRESS OPTIONS**
- CHAPTERIZE CONTENTS (start new subject on front-right pgs.)
- AUTO PAGE NUMBER (alignment, starting at pg.#, etc.)

- RE-MASTER ORIGINALS (combine files, enhance quality, etc.)

- RUN ORIGINAL "AS IS" (the file is completely print-ready)

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binding finished by: _____

final box disposition by: _____

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