# Printing Request Form

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | |  | | | | |
| **Department** | |  | | | | |
| **Request**  **(If possible, please attach master-copy or format of item to be printed)** | |  | | | | |
| **Amount to be printed** | |  | | | | |
| **To be printed before: (date)** | |  | | | | |
| **Will this be a cruise item?** | | Yes / No | | | | |
| **Name & Signature of Department Head** | |  | | | | |
| **Approved by Ch. Purser**  **(signature required)** | |  | **Approved by Htl.Dir**  **(signature required)** | |  | |
| HO 1220a | Version: 1 Issued: 9/98 | | Revision: 1 Issued: 11/98 | |

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