UNA Print Shop
Request for Print or Copy Service
256-765-4256//printshop@una.edu

*Please fill out ALL requested information and email form to printshop@una.edu

*Job Name _____

*Requested By _____   * Date Submitted _____

*Department _____   *Date Requested_____

*Email _____   *Budget Number_____

☐ Delivery Bldg/room#_____ ☐ Pick Up ☐ Call When Ready ☐ Email when Ready

*TOTAL COPIES _____   ☐ FRONT   ☐ FRONT & BACK

PAPER SELECTION

PAPER SIZE	PAPER COLOR	PAPER TYPE	INK COLOR
☐ 8.5x11	☐ WHITE	☐ 60 LB	☐ BLACK
☐ 11x17	☐ COLOR	☐ CARDSTOCK	☐ COLOR
☐ 12x18	**Color _____	☐ GLOSSY	
☐ 13x19	**see below for list of colors	☐OTHER _____	

FINISHING – CHECK ALL THAT APPLY

COLLATE   ☐ Collate   ☐ Insert Slipsheet between each set   ☐ Do Not Collate into Sets

FOLD   ☐ HALF   ☐ TRI FOLD   ☐ Z FOLD   ☐DOUBLE PARALLEL

CUT   ☐ Half   ☐Fourths   ☐Trim to Bleed   ☐ Finished Size Trim to _____

STAPLE   ☐ TOP LEFT   ☐ Saddle Stitch   ☐ Book Staple

BIND   ☐ COIL   ☐SPIRAL   ☐ADHESIVE   ☐3 HOLE PUNCH

Special Instructions_____
_____

**Paper Colors: Cream, Ivory, Canary, Orchid, Lilac, Goldenrod, Blue, Green, Pink, Cherry, Tan, Gray

*Signature_____

For Office Use Only	