WCSU University Publications and Design

PRINTING REQUISITION (in-house printing only)
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Date Submitted ____________________

☐ Duplication only ☐ Design and layout

Job name __________________________

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Original is: ☐ 1 sided ☐ 2 sided

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☐ Collate ☐ Fold ☐ Corner Staple
☐ 3-hole punch ☐ Booklet (5½X 8½/2) ☐ Booklet (8½X11)

Special Instructions __________________
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Date needed (Do not use ASAP) ________________________
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