PRINT/COPY REQUEST

CLUB/PROJECT/GROUP NAME_____ **DATE**_____

SIZE 8 ½ x 11_____ 11x 17_____ (white paper only)

PRINT color_____ black & white_____ # of pages_____

FINISH single sided_____ double sided_____ stapled_____ hole punched_____

WEIGHT **Regular:** White_____ **Cardstock:** White_____

Yellow_____ Yellow_____

Pink_____ Pink_____

Green_____ Green_____

Blue_____ Blue_____

Goldenrod_____

Lilac_____

DATE REQUIRED_____ (3 business days' notice)

NUMBER OF COPIES_____ (50 max-**excludes** 4-H literature/record book pgs)

NAME OF DOCUMENT_____

REQUESTED BY_____PHONE_____

E-MAIL_____

SPECIAL INSTRUCTIONS_____

_____

_____

- Please complete this form and attach with your print/copy request.
- If you need a color or size other than what is listed above, you may purchase and bring into the Extension office for printing. If more than 50 copies, please take to your local office supply store.
- Request must align with Extension approved activity.
- Once submitted, follow-up on status can/will be provided as needed by office staff.

Extension
UNIVERSITY OF WISCONSIN-MADISON
OZAUKEE COUNTY