

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 _____

Pink _____

Green _____

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, paper type, 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.

