

FOR PTA  
USE ONLY!!



REPROGRAPHICS REQUEST FORM

REPRO: DO NOT PROCESS THIS REQUEST WITHOUT A JOB NUMBER!

Date \_\_\_\_\_ Date Needed \_\_\_\_\_ Job # \_\_\_\_\_

Requestor \_\_\_\_\_ Charge to WES PTA

Document Title \_\_\_\_\_

_____	_____	_____
# of copies	# of originals	TOTAL

Paper Color:

- |                                                                                 |                                  |                                 |                               |
|---------------------------------------------------------------------------------|----------------------------------|---------------------------------|-------------------------------|
| <input type="checkbox"/> White*                                                 | <input type="checkbox"/> Blue*   | <input type="checkbox"/> Green* | <input type="checkbox"/> Pink |
| <input type="checkbox"/> Cherry*                                                | <input type="checkbox"/> Yellow* | <input type="checkbox"/> Tan*   | <input type="checkbox"/> Gold |
| <input type="checkbox"/> <b>Cardstock</b> (colors available have an asterisk *) |                                  |                                 |                               |

- |                                       |                                       |                                       |                                                    |
|---------------------------------------|---------------------------------------|---------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Single Sided | <input type="checkbox"/> 1 to 2 Sided | <input type="checkbox"/> 2 to 2 Sided | <input type="checkbox"/> Stapled                   |
| <input type="checkbox"/> Collated     | <input type="checkbox"/> Uncollated   | <input type="checkbox"/> Pad          | <input type="checkbox"/> NCR (circle) 1 2 3 4 part |

OTHER INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorization Signature \_\_\_\_\_  
Principal

\*\*\*\*\*  
Please fill in all the blanks **EXCEPT** "Job #" and give to Helen.