

Please send all print requests to:  
Print\_shop\_office@McKendree.edu



**MCKENDREE**  
UNIVERSITY

**Do not write in this box**  
Date Completed: \_\_\_\_\_  
Labor Time: \_\_\_\_\_  
Initials: \_\_\_\_\_

***Copy Instructions***

Name \_\_\_\_\_

Dept. \_\_\_\_\_

Account # \_\_\_\_\_

# of Pages \_\_\_\_\_

# of Copies \_\_\_\_\_

**Paper Specifications**

\_\_\_\_\_ 8 1/2 x 11 White

\_\_\_\_\_ Other (Specify)

**Printing Specifications**

\_\_\_\_\_ Black Print

\_\_\_\_\_ Color Print

**Assembly**

\_\_\_\_\_ Sort \_\_\_\_\_ Staple

\_\_\_\_\_ Fold \_\_\_\_\_ Bind

\_\_\_\_\_ Cut \_\_\_\_\_ 3 Hole Punch

Date Submitted \_\_\_\_\_

Date Needed \_\_\_\_\_

Time Needed \_\_\_\_\_

**Delivery**

\_\_\_\_\_ Hold for Pick-Up

\_\_\_\_\_ Test-Security Required

Comments or Special Instructions:

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**All work of more than 1 page will be printed back to back unless otherwise justified**