



# Print Services Paper Order Form

Requisition Date

Account		Fund		Requesting Department		Contact		Phone	
Account	Fund	Org/Dept	Program	Sub-class	Budget Year	Project/Grant	% or \$		
Type	Description					Unit of Issue	Qty.	Unit Price	Total Price
Copy paper, white (choose from: letter, 3-hole letter and legal size)						REAM/ 500 sheets			
Copy paper 8.5 x 11, color (choose from: Blue, Buff, Canary Yellow, Cherry, Goldenrod, Green, Lilac, Pink, Salmon, and Tan)									
<b>Total of Order \$</b>									
Administrator		Department Chair		Received By		Deliver To			

ALL ENVELOPE and LETTERHEAD ORDERS need to be purchased using a "Creative Services Work Order".  
Call 760-744-1150 x3086, x3087 or x3088 with your Creative Service questions.

**TO SUBMIT YOUR ORDER**

**If you have Acrobat Reader only:**

Print 3 copies of your "completed form" - keep 1 copy for your records and send 2 copies through campus mail to:  
Paper Order/Print Services

**If you have Adobe Acrobat, full version:**

SAVE the "completed form", on your hard drive.  
AND Print 3 copies of your "completed form" - keep 1 copy for your records and send 2 copies through campus mail to: Paper Order/Print Services