

DOCUMENT SERVICE CENTER REQUEST FORM

Ticket # _____ - _____ - _____ - _____

Today's Date: _____

Due Date: _____

Today's Time: _____

Due Time: _____

Requested By: _____

Delivery Address: _____

Department: MATHEMATICS

ProCard Name: Rejeana Cassady

Telephone #: _____

Payment Type: _____

8.5" x 11"										
Single Sided					2-Sided					
Color / B&W	# of Original Images	Paper Type	# of Sets	Total Images	Color / B&W	# of Original Images	Paper Type	# of Sets	Total Images	Total Double Images

8.5" x 14"										
Single Sided					2-Sided					
Color / B&W	# of Original Images	Paper Type	# of Sets	Total Images	Color / B&W	# of Original Images	Paper Type	# of Sets	Total Images	Total Double Images

11" x 17"										
Single Sided					2-Sided					
Color / B&W	# of Original Images	Paper Type	# of Sets	Total Images	Color / B&W	# of Original Images	Paper Type	# of Sets	Total Images	Total Double Images

Cutting, Drilling & Padding		
Qty	Finishing Option	Position

Wide Format Printing & Oversize Lamination					
Qty	Type	Length (Inches)	Width (Inches)	Square Feet	Total Square Feet

Binding & Stapling			Standard Lamination		Miscellaneous Finishing	
Qty	Bind Type	Position	Qty	Lamination Option	Qty	Finishing Option

MA COURSE AND SECTION #:

**Submit Job Ticket by
email to
ukdscwhitehall@uky.edu**