

The HUB Services Request Form

Building 99, Room 1118 Fax 475-7099

Department _____		Title of Original _____
Requested By _____	Phone No. _____	Due Date _____
Deliver to _____	Bldg. No. _____ Room No. _____	Job # _____

COPYING Tel: 475-2342 / COLOR COPIES: 475-2117

Acct. No. _____

B&W/Grayscale Copies Color Copies
 Copies per original _____ Total originals _____
 Hard copy _____ Electronic Format _____

COPIED

One-sided Two-sided
 Typesetting (requires additional days for job completion)

PAPER

8.5x11 _____
 8.5x14 _____
 11x17 _____

PRINTING Tel: 475-2117

Acct. No. _____

of sets/impressions _____ total originals _____

PRINTED

One-sided Two-sided
 Typesetting (requires additional days for job completion)

INK

Black PMS colors _____

STOCK

Letterhead Carbonless (No. of parts) _____
 Envelopes
 First Class Labels _____
 Other stock _____

BINDERY

Collate Staple Fold (type of) _____
 Pad Qty. _____ /# sheets per pad _____ Cut size _____ Drill (# of holes) _____
 Shrinkwrap Tape Binding Comb binding Laminating
 Perforating Scoring Numbering _____ Other _____

MAILING Tel: 475-2300

Acct. No. _____

No. of Pieces _____

Interoffice 1st Class
 Periodicals Standard
 Machine Set-up Labeling
 Processing
 Machine/Hand Inserting Number of inserts _____
 Metering/Sealing
 Tabbing _____
 Other _____

Jobs completed within 3-5 working days

FOR MAIL SERVICE USE ONLY

Date _____
 Acct # _____
 Pieces _____ Cost _____
 Date list rec'd _____ Date material rec'd _____
 Total of mailing _____
 Date completed _____
 Pc. Wgt. _____ # sacks/trays _____
 SCF Basic _____ SCF 3/5 _____

Special Instructions:

RIT GENERIC SUPPLIES (No Department Name) Acct. No. _____

Qty.	Item	Qty.	Item	Qty.	Item
___	Campus Connection Charge Authorization Form - 25/pkg	___	Invoice Payment Authorization - 25/pkg	___	Strathmore Script, 8.5x11, Bright White - Ream
___	Deposit ID Forms - 50/Pkg	___	Petty Cash Forms - 50/Pkg	___	Telephone & Routing Pads, 50 shts/pad - each
___	Exam Books, 8.5x11, Blue - 100/Pkg	___	RIT Of ce Memo Pads, 8.5x11, 50 shts/pad - each	___	Test Scoring Forms - 100/Pkg
___	Exam Books, 8.5x7, Blue - 100/pkg	___	RIT Of ce Memo Pads, 8.5x5.5, 50 shts/pad - each	___	Travel Expense Report - 25/Pkg
		___	RIT Shipping Forms - 25/pkg		