The HUB Services Request Form Building 99, Room 1118 Fax 475-7099

Department			Title of Orig	ginal
Requested By	Phone	No.	Due Date	
Deliver to	Bldg. N	No. Room No.	Job #	
COPYING Acct. No.	Tel: 475-2342 / COLOR COPI	ES: 475-2117	PRINTING Acct. No.	Tel: 475-2117
B&W/Grayscale		pies	_	essions total originals
Copies per origi	inal Total orig	inals	PRINTED	
☐ Hard copy	Electronic	c Format	One-sided	☐ Two-sided
COPIED				equires additional days for job completion)
One-sided	☐ Two-side		Black	PMS colors
☐ Typesetting (red	quires additional days for job com	ppletion)	Stock	
			Letterhead	Carbonless (No. of parts)
			☐ Envelopes	
			First Class Lab	oels
			Other stock	
BINDERY				
Collate	Staple	☐ Fold (i	type of)	
	/# sheets per pad	Cut si	ze	Drill (# of holes)
Shrinkwrap	☐ Tape Bind	ding	binding	Laminating
Perforating	Scoring	☐ Numb	ering	Other
-				
MAILING T	Ol. 475 0000			
MAILING T			Date // C°	FOR MAIL SERVICE USE ONLY
	el: 475-2300	h	Date	
Acct. No		h	ACCL#	web.rit.edu/hub
Acct. No		h	Pieces	web.rit.edu/hub
Acct. No		h	Pieces Date list rec'd	Cost Date material rec'd
Acct. No No. of Pieces Interoffice	1st Class	<u>h</u>	Pieces Date list rec'd Total of mailing	Cost Date material rec'd
Acct. No No. of Pieces Interoffice	☐ 1st Class ☐ Standard	<u>h</u>	Pieces Date list rec'd Total of mailing Date completed	Cost Date material rec'd
Acct. No No. of Pieces Interoffice Periodicals	☐ 1st Class ☐ Standard	<u>h</u>	Pieces Date list rec'd Total of mailing	Cost Date material rec'd # sacks/trays
Acct. No No. of Pieces Interoffice Periodicals Machine Set-up	☐ 1st Class ☐ Standard p ☐ Labeling	serts	Pieces Date list rec'd Total of mailing Date completed Pc. Wgt	Cost Date material rec'd # sacks/trays
Acct. No No. of Pieces Interoffice Periodicals Machine Set-up Processing	☐ 1st Class ☐ Standard p ☐ Labeling Inserting ☐ Number of inserting	serts	Pieces Date list rec'd Total of mailing Date completed Pc. Wgt SCF Basic	Cost Date material rec'd # sacks/trays SCF 3/5
Acct. No No. of Pieces Interoffice Periodicals Machine Set-up Processing Machine/Hand Metering/Sealin	☐ 1st Class ☐ Standard p ☐ Labeling Inserting ☐ Number of inserting		Pieces Date list rec'd Total of mailing Date completed Pc. Wgt	Cost Date material rec'd # sacks/trays SCF 3/5
Acct. No No. of Pieces Interoffice Periodicals Machine Set-up Processing Machine/Hand Metering/Sealin Tabbing	☐ 1st Class ☐ Standard p ☐ Labeling Inserting ☐ Number of inserting		Pieces Date list rec'd Total of mailing Date completed Pc. Wgt SCF Basic	Cost Date material rec'd # sacks/trays SCF 3/5
Acct. No No. of Pieces Interoffice Periodicals Machine Set-up Processing Machine/Hand Metering/Sealin Tabbing Other	☐ 1st Class ☐ Standard p ☐ Labeling Inserting ☐ Number of inserting		Pieces Date list rec'd Total of mailing Date completed Pc. Wgt SCF Basic	Cost Date material rec'd # sacks/trays SCF 3/5
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