



# REQUISITION FOR PUBLISHING, REPRODUCTION, AND DISTRIBUTION SERVICES

Security Classification	Work Order Number <i>(For GPS Use Only)</i>	Request Date	Due Date
<b>SECTION 1: SERVICE CATEGORY</b>			
Service Category:		Specify Other _____	
<b>SECTION 2: REQUESTOR'S INFORMATION</b>			
Requestor		E-mail Address	
Telephone Number	Office Symbol	Room Number	Building
<b>SECTION 3: JOB INFORMATION</b>			
Title of job to be reproduced or Title of Job			
Publication Approval Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> N/A			
<b>SECTION 3A: JOB SPECIFICATIONS</b>		<b>SECTION 3C: ELECTRONIC CONVERSION</b>	
Number of Pages	Number of Copies	CD-ROM Duplication	Scan Images <i>(TIFF)</i>
Finished Size		CD-ROM Programming	Scan Test Document
<b>SECTION 3B: KIND AND COLOR OR PAPER AND INK</b>		Events Calendar	Web Programming
Cover	Ink	File Conversion	
Text	Ink	Other	
		Specify Other _____	
		Specify Other _____	
<b>SECTION 3D: PRINTING AND BINDERY SPECIFICATIONS/DISTRIBUTION</b>			
Copy <i>(One-Sided)</i>	Copy <i>(Two-Sided)</i>	Offset Print	Fold    Laminate    Mount    Punch    Staple
GBC Bind	Perfect Bind	Saddle Stitch Bind	Tape Bind    Velo Bind    Wire-O Bind
<b>SECTION 3E: ADDITIONAL INSTRUCTIONS</b>			
<b>SECTION 3F: ADDITIONAL INSTRUCTIONS</b>			
Type of Job			
Graphic's Estimated Hours			
<b>SECTION 4: AUTHORIZATION</b>			
Name of Authorizing Official		Phone Number	E-mail Address    Estimated Cost
Authorizing Official Signature			Date <i>(mm-dd-yyyy)</i>
Appropriation	Allotment	Obligation Number	Organization Code    Function Code    Object Code    Amount