



GENESEO, NY

**(585)245-5636
WELLES BUILDING, ROOM 13**

NAME OF PERSON REQUESTING	EXTENSION
DEPARTMENT TO BE CHARGED	ACCOUNT NUMBER
REQUEST DATE	DATE NEEDED (ASAP IS <u>NOT</u> A VALID DATE)

DESCRIPTION OF JOB	FILE FORMAT
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WE CAN PRINT FROM A VARIETY OF PROGRAMS, HOWEVER PDF FILES ARE PREFERRED.

NUMBER OF COPIES		BACK TO BACK?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
NUMBER OF PAGES		COLLATE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
STAPLING	<input type="checkbox"/> NONE	<input type="checkbox"/> UPPER LEFT	<input type="checkbox"/> 2 LEFT SIDE	<input type="checkbox"/> 3-HOLE PUNCH
COLOR OF PAPER		<input type="checkbox"/> REGULAR WEIGHT	<input type="checkbox"/> OFFSET WEIGHT	<input type="checkbox"/> CARDSTOCK
COLOR OF COVERS		<input type="checkbox"/> REGULAR WEIGHT	<input type="checkbox"/> OFFSET WEIGHT	<input type="checkbox"/> CARDSTOCK
PAPER SIZE	<input type="checkbox"/> 8.5 X 11	<input type="checkbox"/> 8.5 X 14	<input type="checkbox"/> 11 X 17	
BLACK INK	<input type="checkbox"/>	FULL COLOR	<input type="checkbox"/>	
CARBONLESS NCR PAPER	<input type="checkbox"/> 2 PART	<input type="checkbox"/> 3 PART	<input type="checkbox"/> 4 PART	
CUT TO FINISH SIZE	<input checked="" type="checkbox"/> X	TOTAL # OF COPIES WHEN CUT		
FOLD	<input type="checkbox"/> HALF	<input type="checkbox"/> THIRDS	<input type="checkbox"/> ACCORDIAN	<input type="checkbox"/> QUARTERS
BOOKLET MAKER (FOLDED IN 1/2, STAPLED IN CENTER)	BOOKLET SIZE	<input type="checkbox"/> 5.5 X 8.5	<input type="checkbox"/> 8.5 X 7	<input type="checkbox"/> 8.5 X 11

**YOU CAN SUBMIT DIGITAL FILES BY SENDING THEM TO PRINTING@GENESEO.EDU
- PLEASE BE SURE TO LIST THE JOB SPECIFICS AS LISTED ABOVE.**

SPECIAL INSTRUCTIONS

APPROVED BY: _____
DEPARTMENT CHAIR OR SECRETARY

FOR OFFICE USE ONLY	
MACHINE	COUNT
COPIES	
COMPUTER CHARGES	
FINISHING	
TOTAL	