



DISTRICT COURT OF MARYLAND
PRINT SHOP REQUISITION

Job Title
Requisition Date
Requisitioner
District #
Telephone #
Authorized By

Print Shop Use Only
Received By
Date Rec'd
Date Completed
Initials

JOB SPECIFICATIONS

# of Originals Furnished
Letter Legal Other (Specify)

# of Copies Needed

or

# of Sets Needed

\*Specify if being bound Side Top

\*Reduction to: 8 1/2" X 11"
8 1/2" X 14"

CHECK APPROPRIATE ACTION

Single sheet only - can no longer print multi-part forms.

Print: Front Only Front and Back

Edges Glued: Top Bottom

Collate Only Pad Only

Collate & Staple Collate & Pad

# Sheets Per Pad

Punch # of Holes Top Side

SHIPPING INSTRUCTIONS

Ship to Warehouse Stock

Other

Special Instructions

RECEIVING REPORT

Requisitioner: Please complete section below and return yellow copy to Purchasing Department.

Received By

Amount

Date

Distribution: White-Print Shop Green-Packing Slip Canary-Receiving Report Pink-Purchasing Dept. Goldenrod-Requisitioner