



Department of Citywide Administrative Services
Division of Administrative Services
Reproduction Services
 Room 15th FLOOR
 Telephone 669-8192

- ☒ Please deliver when completed
☐ Please call, I will pick up.

Date of Request: 8/3/98 Date Needed: 8/3/98 AM / PM (Please circle)
 NOTE: PLEASE GIVE REALISTIC DATE NEEDED, NOT ASAP/RUSH, URGENT, EXPEDITE, ETC.

Requested by: Glenn Pymuto

Division: ☐ Executive (EXEC) ☐ Administrative Services (DAS) ☐ Financial Services (DFS)
☐ Municipal Supplies (DMSS) ☒ Real Estate Services (DRES) ☐ Facilities (DFMC)
☐ Citywide Personnel Services (DCPS) ☐ Management & Operations (DMO) ☐ OTHER

Unit: Space Design Distribution Code: _____ (see reverse)
 Location: 2002 South Telephone: 1069-8095

Title of Job to be Printed: _____

Brief Description: _____
 (Manual, Training Guide, Form, Bid Documents, Etc.)

50 booklet
X No. of Originals
5 No. of Copies (sets)

Job Specifications

- ☐ Print one sided
☐ Print two sided
☐ Staple (includes collating)
☐ Tape binding
☐ Booklet

Paper

- ☒ 8 1/2" X 11" Carbonless
☐ 8 1/2" X 14" ☐ 2 Part ☐ 3 Part
☐ 11" X 17" ☐ 4 Part ☐ 5 Part

If other than white paper, please specify _____

Special orders

- ☐ Pads ☐ Hole punch 2 ___ 3 ___ holes

Special Instructions: Make copy of the booklet as it is

PLEASE NOTE: STANDARD WHITE PAPER IS USED UNLESS OTHERWISE INDICATED

FOR OFFICE USE ONLY

Operator's Initials _____ Date ____/____/____
 Finisher's Initials _____ Date ____/____/____
 Checker's Initials _____ Date ____/____/____