



Job Number _____

PRINT SERVICES LAB

Paper Request Form

NAME _____ DATE _____

BUDGET CODE _____

DEPT. _____

Color Paper Available 8.5 x 11, 20lb

_____ Blue	_____ Green
_____ Buff	_____ Ivory
_____ Canary	_____ Orchid
_____ Cherry	_____ Pink
_____ Cream	_____ Salmon
_____ Gold	_____ Tan
_____ Gray	

Other _____

Please Indicate Quantity of Reams, Boxes, Pks or Pads

_____ AWC Standard Letterhead (1 ream = 500 Shts)
_____ AWC Standard #10 Envelopes (1 box = 500 env.)
_____ AWC Standard Thank You Cards (1 pk = 50 cards)
_____ AWC Standard Note Pads (1pd. = 50 sheets)

Picked up by _____ Date _____

Sent by _____ Date _____