

## **DUPLICATING REQUISITION**

epartment Name		
Building		
Receiv	red by	Name Date
	Number of Originals (If there is more than a single sheet then e be counted as	n one document up in each document shall
ndery Instructions:  Staple Score How Fold How Drill No. of holes Provide dimensions	Bind (Tape) Bind (Plastic Comb) Bind (Coil)	☐ Pad/50s ☐ Pad/100s