

HealthAlliance

Print Shop Copy Request

User must initially place their cursor in yellow box next to "Date of Request", which will allow the user to type/edit. Then tab to the next field that requires information.

To check a box, double click on the box you wish to select and click on the box in the symbol screen and click "insert", then close.

Date of Request:	Date Needed:	Charge Code:
Department Name:		Campus: Clinton
Deliver To:		Campus: Clinton
Description of Material / Form #:		
Number of Originals:		Copies of Each:
<u>Type of Paper:</u>		<u>Copies to be:</u>
<input type="checkbox"/> 8.5 x 11	<input type="checkbox"/> 8.5 x 14	<input type="checkbox"/> Black
<input type="checkbox"/> 11 x 17		<input type="checkbox"/> Color Copies
<input type="checkbox"/> White Paper		<input type="checkbox"/> 2 Sided
<input type="checkbox"/> Colored Paper	<input type="checkbox"/> Color:	<input type="checkbox"/> Collated
<input type="checkbox"/> White	<input type="checkbox"/> Card Stock	<input type="checkbox"/> Stapled
<input type="checkbox"/> Heavy Gloss Brochure	<input type="checkbox"/> Color	<input type="checkbox"/> Drilled
<input type="checkbox"/> Carbonless NCR	<input type="checkbox"/> 2 part	<input type="checkbox"/> 2 hole
<input type="checkbox"/> 3 part	<input type="checkbox"/> 4 part	<input type="checkbox"/> 3 hole
<input type="checkbox"/> Padded / Glued		
<input type="checkbox"/> Pre-Laminate	<input type="checkbox"/> 8.5 x 11	<input type="checkbox"/> Laminate
<input type="checkbox"/> 11 x 17		<input type="checkbox"/> 8.5 x 11
<input type="checkbox"/> Business Card	<input type="checkbox"/> Gloss Business Card	<input type="checkbox"/> 11 x 17
		<input type="checkbox"/> Fold
		<input type="checkbox"/> Bi-fold
		<input type="checkbox"/> Tri-fold
		<input type="checkbox"/> Book
		<input type="checkbox"/> 8.5 x 11
		<input type="checkbox"/> 4.25 x 8.5
Other Instructions:		
Requested by	Tel #	Fax #

Forward Completed Form to Print Shop by

Email: Printshop@healthalliance.com or Fax: [978-466-2483](tel:978-466-2483)

(Revised 6-19-2014)