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| AGENCY      | DIVISION/SECTION      | AGENCY NUMBER      | FORM**A24**(REV. 7/02) | SEAL | STATE OF WASHINGTONDepartment Enterprise Services Printing & ImagingCOPY CENTER REQUEST FORM |
| AGENCY APPROVAL      | COST CODE      | DATE OF REQUEST      | DATE NEEDED      | TIME NEEDED      |
| PRINT JOB TITLE      | ORDERED BY      | PHONE/FAX      |
| DELIVER/SHIP COMPLETED JOB TO      | ADDITIONAL DELIVERY OPTIONS[ ]  CUSTOMER PICK UP | RETURN ORIGINALS/PROOF\* TO (NAME)     t |
|  | [ ]  MAIL (CUSTOMER LIST PROVIDED) | MAIL STOP/ADDRESS      |
| JOB TYPE [ ]  NEW [ ]  REVISED [ ]  REPRINT | [ ]  SAMPLE PROVIDED | [ ]  \*PROOF  REQUIRED | INK COLORS SIDE ONE[ ] BLACK [ ]  OTHER       | INK COLORS SIDE TWO[ ]  BLACK [ ]  OTHER       |
| NO. OF ORIGINALS | NO. OFCOPIES NEEDED | SIDES PRINTED | PAPER SIZE | PAPER COLOR | WEIGHT OF PAPER |
|       |       | [ ]  ONE SIDE[ ]  BOTH SIDES[ ] HEAD TO HEAD[ ] HEAD TO TOE[ ] OTHER | [ ]  8 ½ X 11[ ]  8 ½ X 14[ ]  11 X 17[ ]  OTHER     X      |  / / / IF OTHER, PLEASE SPECIFYCOVER COLOR BRAND  |  / / / IF OTHER, PLEASE SPECIFY: |
| [ ]  COLLATED[ ]  UNCOLLATED[ ]  SLIP SHEET | [ ]  TRANSPARENCIES[ ]  TABS – CUTS     [ ]  CARBONLESS (NCR) |  |  |  |  |
| STAPLE OPTIONS | PORTRAIT |  LANDSCAPE | DUAL | SADDLE STITCH(stitched on fold) | FOLDING OPTIONS | LTR-FOLD | HALF FOLD | Z-FOLD | CUTTING     X     (width) (length)(Finished Size) |
| PADDING OPTIONS(Choose edge to be padded and amount per pad) IF OTHER AMOUNT, PLEASE SPECIFY      [ ]  CHIPBOARD [ ]  FAN APART ADHESIVE | PUNCH OPTIONS(Choose no. of holes and punch side)IF OTHER, PLEASE SPECIFY       | BINDING OPTIONS[ ]  THERMAL (TAPE) COLOR      [ ]  COMB BINDING COLOR      [ ]  SPIRAL BINDING COLOR       | [ ]  SHRINK WRAP[ ]  MORNING STAR (GLUE)[ ]  PERFECT BIND[ ]  OTHER       | LAMINATINGSIZE XLAMINATE THICKNESS  |
| PERFORATIONSLOCATION       | SIZE OF PERF       | NUMBERING COLOR: [ ]  RED [ ]  BLACK  |
|  |  | LOCATION       | STARTING NO.       | ENDING NO.       |
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| FARM OUT VENDOR NAME       | ROUTE PRINTED JOB TO [ ]  BINDERY [ ]  SHIPPING [ ]  MAILING | PAPER ORDERED  /  /     | UNITS      | OVERTIME      |
| ORIGINALS | X COPIES | = TOTAL PHOTOS | COST CODE | PRODUCT CODE | QUANTITY | OPERATOR COPY CENTER # DATE |
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|  |  |  |  |  |  | IDENTIFICATION NO. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | JOB NO. (open requisition)      | AGENCY REFERENCE |
|  |  |  |  |  |  |  |  |

#### REFER TO DOWNLOADS - FORMS FOR INSTRUCTIONS AT DES.WA.GOV

PLEASE RETAIN A COPY FOR YOUR RECORDS