



SERVICE REQUEST AUTHORIZATION FORM
 UTHSCSA: (210) 567-2315 • FAX: (210) 567-2240
 UTSA: (210) 458-4731 • FAX: (210) 458-5806

SR # _____

IN OUT

C U S T O M E R I N F O	Department _____ Date Due _____
	Requestor _____ Phone # _____ <small>Please Print (Last name, first name)</small>
	UTSA / Account _____ <input type="checkbox"/> Procard
	Authorized Signature _____

JOB TITLE: _____

File Provided: **Electronic-email** **CD** **Hard Copy**

GRAPHIC SERVICES	DESIGN NEEDED: <input type="checkbox"/> Yes <input type="checkbox"/> No Designer Contact _____
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C O P Y C E N T E R	GUARANTEED ONE DAY TURNAROUND COPY SERVICE: Copy Center Requests of up to 50 originals and for 15 to 300 copies per original in by 4 p.m. will be completed no later than 4 p.m. the next workday.
	<input type="checkbox"/> Black & White <input type="checkbox"/> COLOR COPIES (24lb laser) <input type="checkbox"/> Special Paper _____
	Number of Originals _____ (For double-sided copies count front and back as 2 originals)
	Number of Sets _____ <input type="checkbox"/> Simplex <input type="checkbox"/> Duplex <input type="checkbox"/> Collate
	COPY COST _____ <input type="checkbox"/> Other Copy Information: (Click on box for page)

O F F S E T	Quantity: _____ <input type="checkbox"/> Original Provided <input type="checkbox"/> Printed Sample Provided
	<input type="checkbox"/> New Project <input type="checkbox"/> Exact Reprint <input type="checkbox"/> Reprint with Changes Last SRF # _____
	<input type="checkbox"/> Other printing information: (Click on box of page)

F I N I S H	<input type="checkbox"/> Staple <input type="checkbox"/> Standard 3 Hole Punch <input type="checkbox"/> Shrink Wrap <input type="checkbox"/> AccoFasten
	<input type="checkbox"/> Mechanical Bind <input type="checkbox"/> Tape Bind <input type="checkbox"/> Fold: Single fold in half <input type="checkbox"/> Letter-fold <input type="checkbox"/> Z-Fold
	Bindery Misc. _____

COPY EXPRESS USE ONLY:	TOTAL JOB COST
Activity	
_____	_____
_____	_____
_____	_____
_____	_____

Educational Media Resources

PRINTING SERVICES

Phone (210) 567-2315 • FAX: (210) 567-2240

Please attach this form with the Service Request Authorization form
and submit them to Printing Services

Other Copy Information: