

Dept. Requisition or PO # _____

KSPS Job # _____

Memo/Routing Slip Order



CONTACT/BILLING INFORMATION

Name of college, dept, or unit _____

Person to look at proof _____

Telephone _____ FAX _____

Email _____

Deliver to _____ Pick Up _____

Approval Signature _____

K-State Printing Services

Production Plant
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Due Date _____

Provide a copy of your old form, or submit new copy typed in provided space or on separate page.

MEMO SHEETS

Standard size 5 1/2 x 8 1/2
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Number of pads _____

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Routing Slips

Standard size 3 2/3 x 7 1/4
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Signature w/ Anderson Hall



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Other