

**REPRODUCTION & GRAPHIC ARTS SERVICE REQUISITION  
CHICAGO POLICE DEPARTMENT**

WORK ORDER NO. (Graphic Arts Only)

UNIT NO.	REQUESTING UNIT NAME	DATE REQUESTED	DATE NEEDED
APPROVED BY UNIT C. O.		NAME OF MEMBER TO CONTACT WHEN JOB COMPLETE	CONTACT PHONE/PAX NO.

APPROVAL OF JOB BY GRAPHIC ARTS SECTION	DATE	IF CPD FORM - R & D - APPROVAL	DATE
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**PRINTING SECTION**

<input type="checkbox"/> NEW JOB	<input type="checkbox"/> RE-RUN	<input type="checkbox"/> REVISED	NO. OF PAGES	QUANTITY NEEDED	<input type="checkbox"/> SINGLE SIDED	<input type="checkbox"/> DOUBLED SIDED				
<b>PAPER STOCK</b>					<input type="checkbox"/> TAPE BINDING (Min. 15 - Max. 125 sheets) (Black & White only)	<input type="checkbox"/> HEAD TO HEAD				
(Texture)	(Color)	(Weight)	PAPER SIZE	INK COLOR	<input type="checkbox"/> COLLATED	HOLES DRILLED	<input type="checkbox"/> TOP	PADDING	<input type="checkbox"/> TOP	<input type="checkbox"/> BOTTOM
			X		<input type="checkbox"/> STAPLED		<input type="checkbox"/> BOTTOM		<input type="checkbox"/> LEFT SIDE	<input type="checkbox"/> RIGHT SIDE
					<input type="checkbox"/> FOLDED		<input type="checkbox"/> LEFT SIDE			PER PAD

NAME OF DOCUMENT/FILE TO BE PRINTED

SPECIFY ANY ADDITIONAL PRINTING INSTRUCTIONS

JOB COMPLETED BY & DATE	DATE & NAME OF MEMBER CONTACTED FOR PICKUP OF COMPLETED JOB (Graphic Arts Only)
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SIGNATURE OF MEMBER RECEIVING COMPLETED JOB	STAR/EMPLOYEE NO.	UNIT NO.	DATE
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**PHOTOGRAPHIC SECTION**

<b>PHOTOGRAPHER FIELD SERVICE</b>	<input type="checkbox"/> PHOTOGRAPHER REQUESTED		
DATE NEEDED	TIME NEEDED	NAME OF EVENT	LOCATION OF EVENT

SPECIFY ANY ADDITIONAL INFORMATION FOR PHOTOGRAPHER FIELD SERVICE

**PHOTO LAB SERVICE**

<input type="checkbox"/> PHOTO PRINTS	<input type="checkbox"/> OTHER (Describe)
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SPECIFY ANY ADDITIONAL INFORMATION FOR REQUESTED PHOTO LAB SERVICE

JOB COMPLETED BY & DATE	DATE & NAME OF MEMBER CONTACTED FOR PICKUP OF COMPLETED JOB (Graphic Arts Only)
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SIGNATURE OF MEMBER RECEIVING COMPLETED JOB	STAR/EMPLOYEE NO.	UNIT NO.	DATE
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**GRAPHIC DESIGN SECTION**

CHECK TYPE OF GRAPHIC DESIGN SERVICE NEEDED

<input type="checkbox"/> MAP	<input type="checkbox"/> TICKETS	<input type="checkbox"/> LAMINATION	<input type="checkbox"/> NOTE CARDS (EXEMPT ONLY)
<input type="checkbox"/> PROGRAM	<input type="checkbox"/> CERTIFICATE	<input type="checkbox"/> RETIREMENT PLAQUE	<input type="checkbox"/> NOTE PADS (EXEMPT ONLY)
<input type="checkbox"/> POSTER	<input type="checkbox"/> AWARD	<input type="checkbox"/> BUSINESS CARDS	<input type="checkbox"/> OTHER (TYPE)

SPECIFY INFORMATION OF GRAPHIC DESIGN SERVICE CHECKED ABOVE

JOB COMPLETED BY & DATE	DATE & NAME OF MEMBER CONTACTED FOR PICKUP OF COMPLETED JOB (Graphic Arts Only)
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SIGNATURE OF MEMBER RECEIVING COMPLETED JOB	STAR/EMPLOYEE NO.	UNIT NO.	DATE
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