

*Using The Online Request For
Services Form*

Exact Repeat Order Instructions



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To begin with your Request For Services order select the following option.



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Document Production

Select your service type and click **Next** ->:

Quick Print

This is a request for a basic copy job. Options are limited to expedite requests.

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Request for Services

This is a request for an advanced print job. All features are available.

Quote Only

This option is similar to the Request for Services. However, it is used to request a cost estimate for a job rather than to commission a job to be performed.

Questions? Contact [Document Services](#).

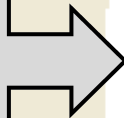
Document Production

Request for Services

Job History

Search ITS

Is this an Exact Repeat order?
(No changes, exactly the same, including quantity.)



Job History

- New Order
- Exact Repeat of Previous Job (Enter *Job Number* below)
- Revision of Previous Job (Enter *Job Number* and *Revision Options* below)

Job Number

If "*Exact Repeat of Previous Job*" or "*Revision of Previous Job*" was selected above, please provide the Job Number.

32560

Please enter the job number from the previous run.



Revision Options

If "*Revision of Previous Job*" was selected above, please specify the revision options being made.

- Changes to Stock / Ink / Finishing etc.
- Changes to Text / Layout (Indicate changes on sample)
- Changes to Delivery Location / Method

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Next ->

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Request for Services

Job Update / Revision Information

You have chosen to re-submit Job #32560.

Date job desired:

/ /  (mm / dd / yyyy)

Questions? Contact [Document Services](#).

When would you like your print order to be complete or to arrive where indicated?

****Note: If order ships by Materials Management, allow 3 days beyond completion date for order to arrive.****



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Document Production

This application requires authentication to submit your request. Please log in.

By providing my personal NIU AccountID and Password, I hereby ensure that this material can be reproduced without violation of copyright law.

AccountID:

Password:

Enter your Novell Account ID number and password. This is the ID and password you use when you login to your computer.

Questions? Contact [Document Services](#).