**Careertech Print Request**

Please complete entire form, save, and email to [printing@careertech.ok.gov](mailto:printing@careertech.ok.gov). For questions, please contact us at 743-5532 or 743-6844.

Name: Enter Name

Date Needed: enter a date.

Department & Account #: Enter Department & Account #

Email: Enter Email

Phone: Enter Phone

Description: Enter a description of your request

Quantity: Enter Quantity

Number of Pages: Enter Number of pages

Toner Color: Choose an item.

Paper Size: Choose an item.

Paper Color: Enter paper color

Collated:

1 or 2 Sided Choose an item.

Staples: Choose an item.

Poster:

Stacks:

Folds: Choose an item.

Additional Information: Click or tap here to enter text.

Pickup  Delivery

Delivery Address: Click or tap here to enter text.