

**SBA Treasury  
Sir Speedy Request Form**



**Requestor Information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Date of Request: \_\_\_/\_\_\_/\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**COPYING**

- Size for Size
- All 8 1/2 x 11
- All 8 1/2 x 14
- All 11 x 17
- Reduce to \_\_\_\_\_ Size
- Enlarge to \_\_\_\_\_ Size
- Copy As Is
- Copy 1-sided to 2-sided
- Copy 2-sided to 1-sided
- Copy Only Tagged Documents
- Other

**FINISHING**

- Staple Copies as Originals
- 2-hole Punch
- 2-hole Punch
- Stapled
- Clipped
- Banded
- Slip Sheet
- Insert Color Sheets
- Insert Tabs
- Velo Bind
- GBC Bind
- Plastic Sprial Bind
- Ring-Wire Bind
- Strip Bind Color: \_\_\_\_\_
- Cover: Front \_\_\_\_\_ Back \_\_\_\_\_

**Special Instructions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signatory Information:**

Signatory (Please Print): \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_