

<b>DOT F 1700.8</b> (Rev 4-80)		<b>PART 1—PLANNING COPY</b>			
<b>DUPLICATING REQUEST</b>		REQUISITION NO.			
ADMINISTRATION		DATE OF REQUISITION		DUE DATE	
REQUISITIONED BY (NAME)	ROUTING SYMBOL	BUILDING	ROOM NO.	TELEPHONE	
<b>DUPLICATING INSTRUCTIONS</b>		NO. OF PAGES	QUANTITY		
PAPER	KIND Text C.W. Writing 40 lb.	COLOR		SIZE <b>G</b> 8 1/2 x 11 <b>G</b>	
	Cover Vellum 100 lb.			COST	
PRINT—(INK-BLACK)	<b>G</b> One side only <b>G</b> Head to head <b>G</b> Head to foot <b>G</b> Head to left				
GATHER	<b>G</b> As paged <b>G</b> Other (Specify)				
STITCH	NO. OF STAPLES <b>G</b> 1 <b>G</b> 2 <b>G</b> Side <b>G</b> Upper left <b>G</b> Top				
DRILL	DIAMETER	NO. OF HOLES <b>G</b> 2 <b>G</b> 3	INCHES Ctr. to Ctr.	POSITION <b>G</b> Left <b>G</b> Top	
DISPOSITION	<b>G</b> Pickup <b>G</b> Mail				
SPECIAL INSTRUCTIONS		SIGNATURE (Approving Officer)		Date	
Received by		_____		_____	
		(Signature)		(Date)	

Figure 6  
Form DOT F 1700.8  
Duplicating Request