

DO NOT HIT SAVE – THIS WILL SAVE TO TEMPLATE (make changes and hit print. Look for “Microsoft Print to PDF”. Your request can be saved to your computer now. When exiting, it will ask if you want to save. HIT NO.)

Below Information is Required in your ticket under “Brief Description/Additional Instruction”:

DIRECTORATE: (Unit or Department)

OFFICE SYMBOL: (If your Unit or Department has an Office Symbol)

INK: (B&W or color) (If you want your request in Black or White or Color(Is up for approval))

FILE NAME: (File name, in PDF file form)OHNG

PAPER COLOR: (Color choice)

PAPER SIZE: (Up to 11 x 17”, anything larger will be a Plotter Request)

PAPER TYPE:(Cardstock or Plain)

FOLDING: (Half or Tri-fold)

BINDING: (Staple, Fabric Binding and Spiral Binding)

LAMINATE: (8.5 x 11” and 8.5 x 14” (Legal size) only)

NUMBER OF COPIES: (Quantity)

REQUESTED COMPLETION DATE: (Date you would like the request by)

Add to the Notes Section of the ticket by cutting and pasting into this section and add your needed information.

Form DD 0844 is required by NGB for each Duplication Request file submitted.

Please download the DD0844 Form.pdf found in the DD0844 file to your desktop: Please fill out the DD 0844 form and rename the file with Your name Ticket number and DD0844 in the title. Using the Add File button in the Attachment section of the ticket. Click Add File, click and select you DD0844.pdf file (on your desktop) and then click Upload to attach your file to the ticket.

If a DD0844 form is not accompanied with this ticket it will not proceed. All DD0844’s must be signed in section 8-b: Signature of Requester. The DD0844.pdf can be found at the DD0844 Form folder at the following link:

https://armyeitaas.sharepoint-mil.us/teams/NGOH_G6/DOC_PrintShopPUBLIC/Forms/AllItems.aspx

Submitting Duplication Request files:

Files smaller than 10 MB should be attached to the web help desk ticket and all files must be in PDF Format.

If your file is larger than 10 MB, please follow the instructions below:

Larger files should be copied to the DUPLICATION CENTER folder at the following link:

https://armyeitaas.sharepoint-mil.us/teams/NGOH_G6/DOC_PrintShopPUBLIC/Forms/AllItems.aspx

Place your PDF files in the Duplication Center Folder

When copying files to the Duplication Center folder; create a folder with your name, unit and the date that you created the folder following the naming:

Please follow the protocol below:

Ticket Number - LastName, FirstName – Unit or Department

(Example: 179643_SMITH,JOE _JFHQ)

Once you upload your larger PDF file, please let us know in the ticket that you upload your files.

Please allow a minimum of 2 weeks (10 full business days, not including holidays) for duplication request.

All Urgent and Color print requests must be approved by Administrative Services Branch Supervisor Ext 7447).