

Variance Request Form
(for a default single sided print queue)

The purpose of this Variance Request Form is to state and justify a request for a print queue that prints documents single-sided by default instead of two-sided (duplex).

This form must be completed and attached to a Service Desk ticket.

Name of requester: Extension:

Service desk incident number:

Justification:

This section must describe the specific usage requirements that justify a variance from the duplex printing standard. The justification should include specific lab roles, responsibilities and activities that justify the specific need.

Type your justification here

Configuration Specifics:

Please describe the printer name and possibly the print queue which needs to be changed.
(e.g. "wh3_xerox")

Which central print server (or both) do you want this change on? If you don't know which one just specify whether you'll be printing from a Linux/Mac or Windows machine.

(e.g. FNPRT or FERMI-WPRT)

(Supervisor)

(Signature)

Date

(Div/Section/Center Head)

(Signature)

Date