

COPY CENTER REQUEST FORM

All sections must be completed. Any section that is not marked will be left to the discretion of the copy center.

Today's Date: _____ Department: _____ Budget Code: _____

Your Name _____ Extension: _____

Name of Job: _____

Date/Time Needed: _____ Pages of Originals _____ Quantity Desired: _____

JOB DETAILS (Please Circle)

Your Originals: <div style="display: flex; justify-content: space-between;"> 8 1/2 x 11 one-sided </div> <div style="display: flex; justify-content: space-between;"> 8 1/2 x 14 two-sided </div> <div style="display: flex; justify-content: space-between;"> 11 x 17 </div>	Print on: <div style="display: flex; justify-content: space-between;"> 8 1/2 x 11 Standard Paper White </div> <div style="display: flex; justify-content: space-between;"> 8 1/2 x 14 Card Stock Color: _____ </div> <div style="display: flex; justify-content: space-between;"> 11 x 17 one-sided 3-Hole Punch </div> <div style="display: flex; justify-content: space-between;"> two-sided NCR </div>
BINDING: <div style="display: flex; justify-content: space-between;"> Spiral </div> <div style="display: flex; justify-content: space-between;"> Black Paper Bind </div>	COVERS: <div style="display: flex; justify-content: space-between;"> Standard Front </div> <div style="display: flex; justify-content: space-between;"> White Back </div> <div style="display: flex; justify-content: space-between;"> Card Stock </div> <div style="display: flex; justify-content: space-between;"> Color: _____ </div>
STAPLE: <div style="display: flex; justify-content: space-between;"> Single </div> <div style="display: flex; justify-content: space-between;"> Double </div>	COLLATE: <div style="display: flex; justify-content: space-between;"> Yes </div> <div style="display: flex; justify-content: space-between;"> No </div>
CUT: <div style="display: flex; justify-content: space-between;"> 1/3 1/4 1/2 </div>	FOLD: <div style="display: flex; justify-content: space-between;"> 1/3 1/4 1/2 </div>
PASTE UP: <div style="display: flex; justify-content: space-between;"> YES </div> <div style="display: flex; justify-content: space-between;"> NO </div>	FOR COPY CENTER USE ONLY: <div style="display: flex; justify-content: space-between;"> Time in: _____ Time Completed: _____ Turnaround: _____ </div> <div style="margin-top: 10px;"> Total # of Copies: _____ </div> <div style="margin-top: 10px;"> Called for pick-up: _____ </div> <div style="margin-top: 10px;"> Initials: _____ </div>
PADS: # sheets per pad _____ # of pads _____	

COMMENTS: _____

