



COPY CENTER REQUEST FORM



Today's Date / Time: _____

Date / Time Required _____

Requested By: _____

Telephone Number: _____

Department Organization #: _____

Call When Ready & Hold for Pick up

Delivery Info: _____

Proof Yes No

JOB DESCRIPTION:

Number of Pages Per Original: _____

Number of Copies / Sets: _____

Standard Copies:

B&W _____ Color: _____

Mixed, B&W and Color: _____

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> 8.5 x 11 | <input type="checkbox"/> Copy One to One Sided | <input type="checkbox"/> Collated and Stapled | <input type="checkbox"/> One Staple |
| <input type="checkbox"/> 8.5 x14 | <input type="checkbox"/> Copy One to Two Sided | <input type="checkbox"/> Collated Only | <input type="checkbox"/> Two Staples |
| <input type="checkbox"/> 11 x 17 | <input type="checkbox"/> Copy Two to Two Sided | <input type="checkbox"/> Un-collated, Stacks | <input type="checkbox"/> Landscape Staple |
| <input type="checkbox"/> Reduce / Enlarge | <input type="checkbox"/> Mixed Originals, Copy As Is | | |

Paper:

- | | | |
|--|---|---|
| <input type="checkbox"/> White | <input type="checkbox"/> Pastel paper (list color) _____ | <input type="checkbox"/> Transparencies |
| <input type="checkbox"/> White cardstock | <input type="checkbox"/> Bright paper (list color): _____ | <input type="checkbox"/> NCR Forms: 2 3 4 5 Part (circle) |
| <input type="checkbox"/> Laser White | <input type="checkbox"/> Pastel cardstock (list color): _____ | <input type="checkbox"/> Labels: _____ |
| <input type="checkbox"/> Laser White Cardstock | <input type="checkbox"/> Bright cardstock (list color): _____ | <input type="checkbox"/> Other Paper: _____ |

Finishing Services:

- | | | | | |
|---|--|--|---|--|
| <input type="checkbox"/> 3 Hole Drill | <input type="checkbox"/> Tape Binding | <input type="checkbox"/> Folding: | <input type="checkbox"/> Laminating: | <input type="checkbox"/> Cutting: |
| <input type="checkbox"/> Shrink Wrap | <input type="checkbox"/> Comb Binding | <input type="checkbox"/> Letter Fold | <input type="checkbox"/> Card | _____size |
| <input type="checkbox"/> Baggies | <input type="checkbox"/> Coil Binding | <input type="checkbox"/> Z Fold | <input type="checkbox"/> 8.5 x 11 | |
| | | <input type="checkbox"/> Half Fold | <input type="checkbox"/> 8.5 x 14 | |
| <input type="checkbox"/> Covers: | | <input type="checkbox"/> Double Fold | <input type="checkbox"/> 11 x 17 | <input type="checkbox"/> Padding: |
| <input type="checkbox"/> Clear Front | | <input type="checkbox"/> Custom Fold | <input type="checkbox"/> Oversize | # of pads _____ |
| <input type="checkbox"/> Black Back | | | (up to 24 " width) | sheets per pad:___ |
| | <input type="checkbox"/> Custom Tabs _____ | | | From the Desk of...
_____ |

Special Instructions: _____

COPY CENTER USE ONLY			
Date / Time Received: _____	Copier: _____	Waste: _____	
Meter Start: _____	Meter End: _____		
Total Billable / Item: _____	Price: _____		
_____	_____		
_____	_____		
	Total Price: _____		
Services / Comments: _____			
Operator Initials: _____	Date/Time Completed: _____	QC'd by: _____	On Time: Y or N