

Copy Request Form

Name: _____ Ext. _____ Date: _____ Time: _____

Date Needed: _____ Time Needed: _____ **ACCOUNT#** _____

Request your job to be completed the day BEFORE you need it. If the Date/Time listed is 1/1 at noon, that's when I will have it done so that's not the date you should use if the class you need it for starts then.

of copies _____

of pages* _____

Please count each sheet of paper as one page whether it is single or double sided

Are your originals...?
please circle

1 sided* black ink*
or or
2 sided* color ink*

Jobs are either 1 ~or~ 2 sided and either black ~or~ color ink, they cannot be both.

Should your copies be...?
please circle

1 sided black ink
or or
2 sided color ink

You can skip this section if you only need plain 8.5x11 paper.

Paper

8.5x11 8.5x14 11x17

3 hole punch yellow blue green

pink gold tan buff

gray cherry salmon lilac ivory

carbonless: 2 part 3 part

supplying my own paper

undergrad grad

CARDSTOCK:

white yellow blue green

_____ Check here for cardstock covers

The colors listed here are the only colors available. Please don't write in other colors as I do not have them.

Finishing *please circle*

Collate Staple

Bind: Tape GBC

Fold: half thirds

Cut: half third quarter

Tablets: half quarter qty: _____

Please only use this space for special instructions; only for anything not already covered on the request form. Other things written in here that do not affect the job slow me down when it's time to do the billing. Thank you!

Check here if you need a receipt _____