**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: \_\_\_\_\_**

 🞎8.5 x 11 🞎Copy One to One Sided 🞎Collated and Stapled 🞎One Staple

 🞎8.5 x14 🞎Copy One to Two Sided 🞎Collated Only 🞎Two Staples

 🞎11 x 17 🞎Copy Two to Two Sided 🞎Un-collated, Stacks 🞎Landscape Staple

 🞎Reduce / Enlarge 🞎Mixed Originals, Copy As Is

**Paper:**

 🞎White 🞎Pastel paper (list color) \_\_\_\_\_\_\_\_\_ 🞎Transparencies

 🞎White cardstock 🞎Bright paper (list color): \_\_\_\_\_\_\_\_\_ 🞎NCR Forms: 2 3 4 5 Part (circle)

 🞎Laser White 🞎Pastel cardstock (list color): \_\_\_\_\_\_ 🞎Labels: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 🞎Laser White Cardstock 🞎Bright cardstock (list color): \_\_\_\_\_\_ 🞎Other Paper: \_\_\_\_\_\_\_\_\_\_

**Finishing Services:**

 🞎3 Hole Drill 🞎Tape Binding 🞎**Folding:** 🞎**Laminating:** 🞎**Cutting:**

 🞎Shrink Wrap 🞎Comb Binding 🞎Letter Fold 🞎Card \_\_\_\_\_\_size

* Baggies 🞎Coil Binding 🞎Z Fold 🞎8.5 x 11

 🞎Half Fold 🞎8.5 x 14

 🞎**Covers**: 🞎Double Fold 🞎11 x 17 🞎**Padding:**

 🞎Clear Front 🞎Custom Fold 🞎Oversize # of pads \_\_\_\_\_\_

 🞎Black Back (up to 24 “ width) sheets per pad:\_\_\_

 🞎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