

ESF Copy Center Job Form

4 Bray Hall



Fill out form below, save and email to the copycenter@esf.edu

Pricing Available at www.esf.edu/business/copy.htm • Questions? Call or email 470-6705 or copycenter@esf.edu

We will provide quotes for any job but none will be given unless requested.

Jobs require a 24-hour turn-round time. Larger quantity orders may take longer depending on their size and complexity.

Name*: _____ Phone or email*: _____

Department: _____ Account #: _____

Name of document or form you want printed: _____

Date submitted: _____ Date Needed: _____ Time Needed: _____

PRINT DETAILS			
How many original pages?* _____	How many copies? _____	<input type="checkbox"/> Print single sided	<input type="checkbox"/> Print in black & white
<small>**One sheet printed on both sides = 2 pages</small>		<input type="checkbox"/> Print double sided	<input type="checkbox"/> Print 8.5 x 11

PAPER STOCK <i>(check choice of paper to be used)</i>	
Lightweight (20#):	Heavyweight (Heavy Text Weight/Cardstock):
<input type="checkbox"/> White	<input type="checkbox"/> White: 90# 110#
<input type="checkbox"/> Canary Yellow	<input type="checkbox"/> Cherry cardstock
<input type="checkbox"/> Goldenrod	<input type="checkbox"/> Pastel Blue cardstock
<input type="checkbox"/> Ivory/Buff	<input type="checkbox"/> Pastel Green cardstock
<input type="checkbox"/> Lilac	<input type="checkbox"/> Pastel Yellow cardstock
<input type="checkbox"/> Pastel Blue	<input type="checkbox"/> Ivory/Buff cardstock
<input type="checkbox"/> Pastel Green	<input type="checkbox"/> Salmon cardstock
<input type="checkbox"/> Pastel Pink	
<input type="checkbox"/> Salmon	
<input type="checkbox"/> Turquoise	
Books/Booklets only: If covers should be printed on alternate stock, indicate choice here: _____	

NOTE: Certain restrictions on paper stock may apply depending on document regulations and printing & finishing methods

SPECIAL INSTRUCTIONS:

FINISHING/BINDING			
<input type="checkbox"/> Print uncollated	<input type="checkbox"/> Tape binding <i>(select color below)</i>	Hole Punch:	FOLD:
<input type="checkbox"/> Collate only	<input type="checkbox"/> Green	<input type="checkbox"/> 2 hole punch	<input type="checkbox"/> Half
<input type="checkbox"/> Collate and corner staple	<input type="checkbox"/> Black	<input type="checkbox"/> 3 hole punch	<input type="checkbox"/> Thirds
<input type="checkbox"/> Comb Bind <i>(black plastic)</i>	<input type="checkbox"/> Red		<input type="checkbox"/> Quarters
	<input type="checkbox"/> Saddle Stitch <i>(2 staples down folded spine)</i>		<input type="checkbox"/> Other: _____

NOTE: Page counts in a document, not a multiple of 4, will require blank pages added.

***Must be filled in or job will not be done.**