

JOB CARD

Duplicating & Printing Services • 315.464.5390
1001 East Water Street, Syracuse, NY 13210

FILL OUT, SAVE, & EMAIL TO DUPLICAT@UPSTATE.EDU

PRICING AVAILABLE AT www.upstate.edu/forms/documents/intra/F87414.pdf

PLEASE CALL OR EMAIL WITH ANY QUESTIONS: 464-5390 OR DUPLICAT@UPSTATE.EDU

WE ARE HAPPY TO PROVIDE QUOTES FOR ANY JOB BUT NONE WILL BE GIVEN UNLESS REQUESTED.

Department ESF

Account # _____
(must be filled in or card will be returned)

UPSTATE
MEDICAL UNIVERSITY

OFFICE USE ONLY
Job #: _____ Units: _____

Job ID _____
(Name of document or form)

Document #: **F**

PRINT DETAILS:

How many pages?* _____ How many copies? _____

*One sheet printed on both sides = 2 pages

☐ Print single sided

☐ Print in full color

☐ Print double sided

☐ Print in black & white

PAPER STOCK (CHECK CHOICE OF PAPER STOCK TO BE USED):

Lightweight (20#):

- ☐ White
- ☐ Pastel Yellow
- ☐ Pastel Blue
- ☐ Pastel Green
- ☐ Salmon
- ☐ Pastel Pink
- ☐ Ivory
- ☐ Goldenrod
- ☐ Lilac
- ☐ Lavender
- ☐ Gray
- ☐ Tan

Midweight (60#/70#):

- ☐ White
- ☐ White Glossy
- ☐ Pastel Yellow
- ☐ Pastel Blue
- ☐ Pastel Green
- ☐ Ivory
- ☐ Lavender
- ☐ Red
- ☐ Sea Blue
- ☐ Lava
- ☐ Neon Lime
- ☐ Neon Pink
- ☐ Neon Orange
- ☐ Neon Yellow
- ☐ Violet

Heavyweight (Heavy Text Weight/Cardstock):

- ☐ White: ☐ 90# ☐ 110# ☐ Sea Blue cardstock
- ☐ Pastel Yellow c.stock ☐ Neon Lime cardstock
- ☐ Pastel Blue cardstock ☐ Neon Pink cardstock
- ☐ Pastel Green c.stock ☐ Neon Orange c.stock
- ☐ Pink cardstock ☐ Neon Yellow c.stock
- ☐ Peach cardstock ☐ Goldenrod c.stock
- ☐ Ivory cardstock ☐ White gloss 100# text
- ☐ Lavender cardstock ☐ White matte 100# text
- ☐ Red cardstock ☐ White gloss c.stock
- ☐ ☐ White matte c.stock

NCR Carbonless:

- ☐ 2-part
- ☐ 3-part
- ☐ 4-part
- ☐ 5-part
- ☐ 6-part

Specialty:

- ☐ White Crack and Peel Sticker Stock
- ☐ Yellow Crack and Peel Sticker Stock
- ☐ Red Crack and Peel Sticker Stock
- ☐ Neon Pink Crack and Peel Sticker Stock
- ☐ Orange Crack and Peel Sticker Stock
- ☐ Skytone Green Marble
- ☐ Skytone Natural
- ☐ Skytone Smoke Gray Marble
- ☐ Pewter Vellum Marble
- ☐ Strathmore Writing Wove 24#

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

FINISHING/BINDING:

- ☐ Print uncollated
- ☐ Collate only
- ☐ Collate and corner staple
- ☐ Comb Bind (black plastic)
- ☐ Spiral Bind (black plastic)
- ☐ Saddle Stitch
(2 staples down folded spine;
NOTE: page counts not a multiple
of 4 will require blank pages added)
- ☐ Make into Pads:
 - ☐ 50 sheets per pad
 - ☐ 100 sheets per pad

- ☐ Shrinkwrap each copy
- ☐ Shrinkwrap in bundles of:
 - ☐ 50 or ☐ 100
- ☐ Numbering
Start at number: _____
- ☐ Perforate
Location: _____
- ☐ Laminate

- HOLE PUNCH:** All patient chart documents require 5-hole punch
- ☐ 2 hole punch
 - ☐ 3 hole punch
 - ☐ 5 hole punch

CUT TO SIZE:

- ☐ 8.5x11" ☐ at cropmarks
- ☐ 5.5x8.5" ☐ 11x17"
- ☐ 4.25x5.5"
- ☐ Other: _____

FOLD:

- ☐ Half
- ☐ Thirds
- ☐ Quarters
- ☐ For #10 envelope
- ☐ Other: _____

ADDRESS/MAIL:

- ☐ Address and mail using provided mailing list
Email new lists in Excel format to CarneyDK@upstate.edu
- ☐ Extras returned to you - how many? _____

OFFICE USE ONLY

☐ SM ☐ Env

SPECIAL INSTRUCTIONS:

CONTACT/DEADLINE:

Date Submitted: _____ Date Needed: _____

Phone Number: _____ Signature: _____

SHIPPING/PICKUP:

☐ **SHIP ORDER BACK TO ME THROUGH INTEROFFICE MAIL AT ADDRESS BELOW** (please allow 4-5 business days for delivery)

☐ **HOLD ORDER FOR PICKUP AND CALL WHEN READY:** Name: _____ Phone: _____

DATE
SHIPPED: _____

NAME (FILL IN THIS LABEL ONLY IF YOUR ORDER IS TO BE SHIPPED)

DEPARTMENT

ROOM #

BUILDING