

# 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](http://www.esf.edu/business/copy.htm) • Questions? Call or email 470-6705 or [copycenter@esf.edu](mailto: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?** \_\_\_\_\_

*\*\*One sheet printed on both sides = 2 pages*

- |   |   |
|---|---|
| <input type="checkbox"/> Print single sided | <input type="checkbox"/> Print in black & white |
| <input type="checkbox"/> Print double sided | <input type="checkbox"/> Print 8.5 x 11         |

## PAPER STOCK *(check choice of paper to be used)*

### Lightweight (20#):

- White
- Canary Yellow
- Goldenrod
- Ivory/Buff
- Lilac
- Pastel Blue
- Pastel Green
- Pastel Pink
- Salmon
- Turquoise

### Heavyweight (Heavy Text Weight/Cardstock):

- White: | 90# | 110#
- Cherry cardstock
- Pastel Blue cardstock
- Pastel Green cardstock
- Pastel Yellow cardstock
- Ivory/Buff cardstock
- Salmon cardstock

**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>           |
| <input type="checkbox"/> Collate only                     | <input type="checkbox"/> Green  |
| <input type="checkbox"/> Collate and corner staple        | <input type="checkbox"/> Black  |
| <input type="checkbox"/> Comb Bind <i>(black plastic)</i> | <input type="checkbox"/> Red  |
|   | <input type="checkbox"/> Saddle Stitch <i>(2 staples down folded spine)</i> |

### Hole Punch:

- 2 hole punch
- 3 hole punch

### FOLD:

- Half
- Thirds
- Quarters
- 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.**