

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 <small>(check choice of paper to be used)</small> | |
|---|--|
| 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 <small>(select color below)</small> | 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 <small>(black plastic)</small> | <input type="checkbox"/> Red | | <input type="checkbox"/> Quarters |
| | <input type="checkbox"/> Saddle Stitch <small>(2 staples down folded spine)</small> | | <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.**