

DUPLICATING SERVICE REQUEST

This job number has been assigned to your duplicating job. Please refer to this number should you have any questions. FORWARD ALL COPIES TO COPY CENTER.
CANARY COPY WILL BE RETURNED WITH JOB# AND PRICE.

JOB #

Department:

Requested By:

ACCOUNT NUMBER

Phone:

Entity Dept SubC Purpose Project Reference Future

Date of Requisition: Date Time

Deliver To: Room No. & Bldg.

Date Actually Needed: Date Time

No. of copies

- one side
- front & back

Stock:

- supplied
- 20# white, 8 1/2 x 11
- 20# white, 8 1/2 x 14
- 3-hole white, 8 1/2 x 11
- make ready copies

No. of originals

- collate
- one staple (upper left)
- two staples (left side)
- hand staple
- 20# color, 8 1/2 x 11 specify color
- 20# color, 8 1/2 x 14 specify color

Sheets used

Bind:

- Velo color
- GBC color
- TAPE color
- COIL color

Covers:

- specify kind, weight and size

Specialty stock:

specify kind, weight, size and color

Price

Instructions are more complex; discuss details with us.

USE FOR SPECIAL INSTRUCTIONS ONLY

Account Administrator's Signature & Date

PLEASE SUBMIT 2 COPIES OF THE DUPLICATING SERVICE REQUEST TO COPY CAT / COPY CENTERS.

Distribution: