

Name:
 Phone:
 Email:

Time of Intake: _____ Today's Date: _____
 BUDGET CODE OWNER _____

By Initialing this line, I agree that all requested documents are free from copyright restrictions and are legally permitted for unrestricted distribution. I also acknowledge that I am solely responsible for any copyright infringements and hold the copy center and its employees harmless regarding any legal repercussions in violation of said copyrights.

BUDGET CODE:
 DEPT OR ORG:

Check here to confirm that the budget code information is accurate and that this print request is allowed on these funds.

JOB DESCRIPTION (COPY CENTER USE ONLY)

Requested Date & Time of Completion:

Intake Employee's Initials: _____

PROOF REQUIRED # of Copies

Notes:

File Name:

1.
 2.
 3.
 4.
 5.

PRODUCTION (COPY CENTER USE ONLY)

COPY/PRINT: <input type="checkbox"/> COLOR <input type="checkbox"/> 1-SIDED <input type="checkbox"/> B&W <input type="checkbox"/> 2-SIDED <input type="checkbox"/> 3-HOLE DRILL <input type="checkbox"/> STAPLE <input type="checkbox"/> SADDLE-STITCH		PAPER SIZE: <input type="checkbox"/> 8.5x11 <input type="checkbox"/> 8.5x14 <input type="checkbox"/> 11x17 <input type="checkbox"/> 12x18 <input type="checkbox"/> 13x19 <input type="checkbox"/> 13x27	PAPER TYPE: <input type="checkbox"/> 20# bind <input type="checkbox"/> 24#/28# text <input type="checkbox"/> 65# cover <input type="checkbox"/> 80# <input type="checkbox"/> text <input type="checkbox"/> cover <input type="checkbox"/> 100# <input type="checkbox"/> text <input type="checkbox"/> cover <input type="checkbox"/> 120# cover	PAPER COLOR/FINISH: <input type="checkbox"/> white <input type="checkbox"/> specific color <input type="text"/> <input type="checkbox"/> satin/dull <input type="checkbox"/> gloss <input type="checkbox"/> pearl/linen
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FINISHING (COPY CENTER USE ONLY)

<input type="checkbox"/> Coil Bind <input type="checkbox"/> GBC Bind <input type="checkbox"/> Clear Cover <input type="checkbox"/> Black or Blue Cover	PAPER SIZE: <input type="checkbox"/> 8.5x11 <input type="checkbox"/> 11x17	<input type="checkbox"/> Half-Fold <input type="checkbox"/> Tri-Fold <input type="checkbox"/> Z-Fold <input type="checkbox"/> Gate Fold	<input type="checkbox"/> Bleed <input type="checkbox"/> No Bleed Finished Size(s): _____
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BILLING DETAILS (COPY CENTER USE ONLY)

POS PAYMENT ENTRIES

# of clicks _____	<input type="checkbox"/> Rush fee _____	# of cuts _____
color or b&w _____	<input type="checkbox"/> W/F setup fee _____	# of folds _____
# of sheets _____		# of stapled sets _____
sheet size _____		laminating puch size _____
weight of paper _____		# of laminating puches _____
cover or text _____		# of drills per 500 sheets _____
wide format _____		# of saddle-stitched sets _____
print (sq.ft.): _____		# of scores per 500 sheets _____
wide format _____		# of perforated sheets per 500 _____
mount (sq.ft.) _____		banner stands Retract/X stand _____

Print Request Completed By: _____

Time of Completion: _____

Quality Checked By: _____

BUSINESS CARDS

Qty 250 single-sided
 Qty 500 double-sided
 linen # of boxes _____

BINDING

of binds _____
 # of clear covers _____
 # of black/blue covers _____
 Coil GBC

of Waste _____