

COPY SERVICE CENTER

REQUIRED SECTIONS ARE SHADED

DO NOT WRITE IN THIS AREA

NAME _____ EMAIL _____

BLDG. _____ EXT. _____

DEPARTMENT CODE PROJECT NO. _____ ACTIVITY NO. _____

DATE SUBMITTED _____

DATE REQUIRED _____ TIME REQUIRED _____

DELIVERY OPTION: REDBALL CALL; WILL PICK UP MAILROOM

NO. OF PAGES _____ **NO. OF COPIES** _____

SUBMIT PROOF BEFORE COPYING

JOB DESCRIPTION: _____

COPY 1-SIDED

COPY 2-SIDED

COLLATE

STAPLE

3 HOLE PUNCH

TAPE BIND

COIL BIND

SPINE PRINTING

PADDING

OTHER

SPECIAL INSTRUCTIONS _____

TO HELP US PROVIDE BETTER SERVICE – PLEASE...

- Recheck your requirements
- Check original for sequence
- Place work at pickup point before calling
Extension 2950 or 2900 for pickup