

COPY CENTER REQUEST FORM



Today's Date / Time: _____

Date / Time Required _____

Requested By: _____

Telephone Number: _____

Department Organization #: _____

Delivery Info: _____

Call When Ready Hold for Pick up

Proof Yes No

JOB DESCRIPTION: _____

Number of Pages Per Original: _____ **Number of Copies / Sets:** _____

Standard Copies: **B&W:** _____ **Color:** _____ **Mixed, B&W and Color:** _____

- | | | | |
|-----------------------------------|--|---|---|
| <input type="checkbox"/> 8.5 x 11 | <input type="checkbox"/> Copy One to One Sided | <input type="checkbox"/> Collated and Stapled | <input type="checkbox"/> One Staple |
| <input type="checkbox"/> 8.5 x14 | <input type="checkbox"/> Copy One to Two Sided | <input type="checkbox"/> Collate Only | <input type="checkbox"/> Two Staples |
| <input type="checkbox"/> 11 x 17 | <input type="checkbox"/> Copy Two to Two Sided | <input type="checkbox"/> Un-collated, Stacks | <input type="checkbox"/> Landscape Staple |
| <input type="checkbox"/> 12 x 18 | <input type="checkbox"/> Copy Two to One Sided | <input type="checkbox"/> Reduce / Enlarge | <input type="checkbox"/> Booklet Staple |
| <input type="checkbox"/> Oversize | <input type="checkbox"/> Mixed Originals, Copy As Is | | |

Paper:

- | | | |
|--|--|---|
| <input type="checkbox"/> White 20lb | <input type="checkbox"/> Pastel 20lb (list color): _____ | <input type="checkbox"/> Transparencies |
| <input type="checkbox"/> White cardstock 110lb | <input type="checkbox"/> Bright 24/60lb (list color): _____ | <input type="checkbox"/> NCR Forms: 2 3 Part (circle) |
| <input type="checkbox"/> Laser White 28lb | <input type="checkbox"/> Pastel cardstock 90lb (list color): _____ | <input type="checkbox"/> Avery Labels |
| <input type="checkbox"/> Text Gloss 80lb | <input type="checkbox"/> Bright cardstock 65lb (list color): _____ | <input type="checkbox"/> Linen (letterhead/resume) |

Finishing Services:

- | | | | | |
|---------------------------------------|--------------------------------------|--------------------------------------|--|---|
| <input type="checkbox"/> 1 Hole Drill | <input type="checkbox"/> Tape Bind | Folding: | Laminating: | Cutting: |
| <input type="checkbox"/> 3 Hole Drill | <input type="checkbox"/> Comb Bind | <input type="checkbox"/> Letter Fold | <input type="checkbox"/> Card | <input type="checkbox"/> _____ size |
| <input type="checkbox"/> Ziplock | <input type="checkbox"/> Coil Bind | <input type="checkbox"/> Z Fold | <input type="checkbox"/> 8.5 x 11 | <input type="checkbox"/> Cut to bleed |
| <input type="checkbox"/> 1 Ring Bind | <input type="checkbox"/> Perforation | <input type="checkbox"/> Half Fold | <input type="checkbox"/> 8.5 x 14 | |
| | | <input type="checkbox"/> Double Fold | <input type="checkbox"/> 11 x 17 | <input type="checkbox"/> Padding: _____ #of pads |
| | | <input type="checkbox"/> Custom Fold | <input type="checkbox"/> Oversize (up to 24" wide) | sheets per pad _____ |

Covers:

- | | |
|--|---|
| <input type="checkbox"/> Clear Front | <input type="checkbox"/> Clear Back |
| <input type="checkbox"/> Black Front | <input type="checkbox"/> Black Back |
| <input type="checkbox"/> Cardstock Front | <input type="checkbox"/> Cardstock Back |

Other:

- Custom Tabs
 Scan

WCC Business Cards:

- 250 cards \$5.00 1000 cards \$20.00
 500 cards \$10.00

Special Instructions: _____

COPY CENTER USE ONLY

Date / Time Received: _____

Copier: _____ Waste: _____

Meter Start: _____

Meter End: _____

Total Billable / Item: _____

Price: _____

Total Price: _____

Operator Initials: _____

Date/Time Completed: _____

QC'd by: _____

On Time: Y or N