

NORTH CAMPUS QUICK COPY CENTER JOB REQUEST

DESCRIPTION OF JOB _____

NO. OF ORIGINALS _____ COPIES OF EACH _____

STOCK COLOR _____

Note: Quick Copy Center only carries 20 lb. bond paper. All other stock must be provided.

SIZE: LETTER (8 1/2 x 11) LEGAL (8 1/2 x 14)

STOCK PROVIDED: YES NO

ALL DUPLICATING JOBS WILL BE DONE FRONT AND BACK UNLESS ADEQUATELY JUSTIFIED BELOW:

ONE SIDE _____

BINDERY INSTRUCTIONS

3-HOLE PUNCH CUT FOLD COLLATE

STAPLE BOOKLET (50 sheets or less)

Does any part of the attached materials contain copyright?

Yes No

AUTHORIZED TO REPRODUCE COPYRIGHTED MATERIAL

I hereby authorize the reproduction of attached copyrighted materials, and I certify that this request is in compliance with current copyright laws.

Signature of Requester _____

Date of Signature _____

Job No. 71964

DEPT. NAME _____ EXT. _____

ACCOUNT NO. _____

REQUESTED BY _____
(Please Print)

DATE SUBMITTED _____ DUE DATE _____

CHAIR. APPROVAL _____
(Signature)

ASSOC. DEAN APPROVAL _____
(Signature; If Required)

DEAN APPROVAL _____
(Signature; If Required)

MARKETING APPROVAL _____
(Signature; If Required)

FOR QUICK COPY CENTER STAFF:

PRESS OPERATOR _____

BINDERY _____

RECEIVED BY _____

DATE _____