



Today's Date / Time:
Requested By:
Picked Up By:
Department:

Date / Time Required:
Telephone Number:
Email:
Account Number:

If you have any questions or concerns, please call us at 814-332-5369.

JOB DESCRIPTION

Number of Copies:
Please Choose: B/W, Color
Double Sided: Open to Left, Open to Top

Paper Size: 8 1/2 x 11, 8 1/2 x 14, 11 x 17, 12 x 18, Custom
Paper Weight: 20# Bond, 28# Text (White Only), 28# Recycled, 65# Cover, 70 # Accent White, 70# Warm White (Letterhead), 100# Cover Hammermill, 100# Gloss (White Only), 65# Parchment (See Associate for Colors)
Paper Color: White, Blue, Green, Canary, Orchid, Goldenrod, Pink, Salmon, Gray, Buff
Envelopes: #10 warm White (Letterhead)

Finishing Options:

Stapling: Upper Left, Upper Right, Booklet
Books: Saddle Stitch Staples, GBC Binding, Tape Binding, Black, White
Punching: One Hole, Two Hole, Three Hole
Folding: Half fold, Tri-Fold, Z Fold
Pads: Number of Pads, Number of Pages per Pad
Oversize/Poster: Laminate, Mounted

Speciality Projects:

Book Plating, Bates Labeling, Start #, End #

Special Instructions:

COPY CENTER USE ONLY

Date Received:
Meter Start:
Total Billable Impressions:
Services / Comments:
Initials:
Meter End:
Waste:
Operator Initials:
Date/Time Completed:
QC'd by:
On Time: Y or N