

PRINTING SERVICES

Copy Request

Hours:
Monday-Friday
7:00 a.m.-4:00 p.m.
Telephone: 782-1302

Allow three (3) working days for completion for photocopy work and ten (10) working days for BOOKS not including weekends and holidays.

Job Name: _____ Today's Date _____ Date Required: _____
 Requested by: _____ Phone: _____
 Department: _____ Budget Number: _____
(required for processing)
 Delivery Information: _____ Hold for Pick-up _____

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Signature _____

I have read and understood the University's Policy on Copyright Compliance. Pursuant to the policy, attached is permission from the publisher to reproduce the material.

Signature _____ Date: _____

Originals sent via:
 Attached Email CD FIERY

Print Color
 Black Full Color

Quantity
 # Of pages sent _____
 # Of copies requested _____

Paper
 White Color
 Cover weight _____
 Paper Type _____
 Other _____

Copy
 One side Two sides
 Collate: Yes No

Finishing
 Staple

Top Landscape 2 on edge Booklet

3 Hole Punch _____

Plastic bookbinding _____

Score _____

Fold 1/2 1/3 Other _____
 Printed side = in out

Pad _____ sheets per pad

Laminate _____

Sequence numbering
 Ending number _____

Perforation
 Standard Micro

Business cards (attach sample)
 Quantity _____

Memo Pads (attach sample)
 50 sheets per pad
 Other _____ per pad
 5^{1/2} x 8^{1/2}
 4^{1/4} x 5^{1/2}

Additional Instructions:

For Campus Distribution
 Check all that apply:
 Student Mailboxes
 Staff and Administration
 1 to each Department or All Full- & Part-time
 Faculty
 Full-time Part-time
 Law
 Staff & Admin Faculty

Printing Services Office Use Only:
 Initials: _____ Completed: _____

Date Received Stamp: