

**Date Needed** \_\_\_\_\_

**Fund** \_\_\_\_\_ **Org.** \_\_\_\_\_

**Department Name** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Contact Name** \_\_\_\_\_

**Pick Up**  **Deliver To** \_\_\_\_\_

**# of Originals** \_\_\_\_\_ **# of Copies** \_\_\_\_\_

1-Sided  2-Sided  **Color Copy**

**STOCK TO BE USED**

- 8.5 x 11"  8.5 x 14"  11 x 17"
- 20# White  20# Pastel  60# Hots
- Color of Stock \_\_\_\_\_  Cover Stock
- 3 Hole Punch  Transparency  Resume

**BINDERY**

- Collate  Corner Staple  Book Staple
- Comb Bind  Coil Bind  Tape Bind
- Fold in \_\_\_\_\_  Cut To \_\_\_\_\_  
(Size) \_\_\_\_\_

**Special Instructions**

**Received By Signature** \_\_\_\_\_

This space is for QCC to Time Stamp the job (Do Not write in this space)

**Date Needed**, when is the latest you can receive this project?

**Fund / Org #'s** are to bill your project to the correct department. You must have to have them with your project to complete the billing process. Not having this information will delay your project.

**Department Name** should not be abbreviated. I.e., QCC is DU Quick Copy Center

**Phone number and contact name** in case we need to call you with a question.

**You can swing by and Pick Up** the completed project or did you want Mail Services to Deliver your job with a day delay.

**The amount of original sheets** (2-sided counts as 2 copies [1, front & 2, back]). The amount of copies that you need.

Note; 2-sided is better because we use less paper and is more earth friendly. **Color Copy** is a full color copy and not color paper.

**This is where you can tell us what color and type of paper or cardstock you want to use.** We have sample colors on the website. Paper sizes are Letter (8.5 x 11"), Legal (8.5 x 14") & Tabloid (11 x 17").

Pastel colors are softer colors. The Hots are very bright, attention getters. 3-Hole punched is what you would use in a 3-ringed notebook.

Transparencies (or Overheads) can be run Full Color or Black & White. Resume stocks are suitable for all business correspondence.

**Bindery** is how the project will be bound together. Staple, upper left-hand corner is generally the norm. But we can also do a saddle-stitch which is where the paper is folded in half and 2 staples are place in the center fold to create a booklet / pamphlet.

**Comb Bind** will bind documents up to 2 inches thick, whereas the **Coil Bind** holds only up to about 100 sheets of paper. Both binds come standard with a clear plastic front cover and a thick black card stock back page. The **Tape Bind** is the most efficient bind but it also has a limit on the number of sheets, no more than 100 sheets of paper.

We can **fold** paper only, we cannot fold cardstock. We can fold paper in half or in thirds like a brochure.

**Special Instructions** might be used to clarify a detail or a reminder note.

**A signature** is required when picking up the project. So we can have some job tracking information.