

DOMINICAN UNIVERSITY
OFFICE SERVICES

Office Services Copy Request Form

Name: _____

Date: _____

☐ Hold for pick up

Date Needed: _____

☐ Please deliver to room # _____

Department: _____

Copies: _____

Account #: _____

Originals: _____

<p>PAPER TYPE</p> <p><input type="checkbox"/> Standard (20 lb.)</p> <p><input type="checkbox"/> Card Stock (67 lb.)</p> <p><input type="checkbox"/> Letterhead</p> <p><input type="checkbox"/> Paper provided</p> <p><input type="checkbox"/> NCR 2-part</p> <p><input type="checkbox"/> NCR 3-part</p> <p>PRINT COLOR</p> <p><input type="checkbox"/> Black & White</p> <p><input type="checkbox"/> Color</p>	<p>PAPER SIZE</p> <p><input type="checkbox"/> 8 ½ X 11 (letter)</p> <p><input type="checkbox"/> 8 ½ X 14 (legal)</p> <p><input type="checkbox"/> 11 X 17 (tabloid)</p> <p><input type="checkbox"/> Other _____</p> <p>PAPER COLOR</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Other _____</p> <p><i>Dominican University logos should NOT be printed on colored paper.</i></p>	<p>EXTRA SERVICES</p> <p><input type="checkbox"/> Single sided (20 lb.)</p> <p><input type="checkbox"/> Collate</p> <p><input type="checkbox"/> 3 hole punch</p> <p><input type="checkbox"/> Fold</p> <p><input type="checkbox"/> Bind: GBC</p> <p><input type="checkbox"/> Reduction</p> <p><input type="checkbox"/> Distribution (fac., staff, residents)</p> <p><input type="checkbox"/> Transparency</p> <p><input type="checkbox"/> Clear Cover & Black Backing</p> <p><input type="checkbox"/> Double Sided</p> <p><input type="checkbox"/> Staple</p> <p><input type="checkbox"/> Cut to Size</p> <p><input type="checkbox"/> Laminate</p> <p><input type="checkbox"/> Bind: Coil</p> <p><input type="checkbox"/> Enlargement</p> <p><input type="checkbox"/> Distribution (students)</p> <p><input type="checkbox"/> Mount onto foamcore</p> <p><input type="checkbox"/> Booklet (saddle stitch)</p>
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Special Instructions: _____

FOR OFFICE SERVICES USE ONLY.			
Quantity	Job Description	Unit Cost	Sub Total
Date Completed:		Total	

Date Completed: _____