

Document Production Center:

QUICK COPY & BINDERY

AND UNIT ADDRESSING FORM

486-2022 FAX 486-1205 U-6065

CC# _____

Call for pick up?
yes or no

Requesting Department _____ Date _____

Title of job/File name _____ Due Date Required _____

FRS# for Copying _____ Sub Code _____ FRS# for Labeling _____ Sub Code _____

Delivery/Bldg. _____ Room # _____ U-Box # _____

Contact Person _____ Phone # _____ Job submitted: hard copy, disc or e-mail
(circle one)

Signature of approving authority _____

Printing Instructions :

of originals pages _____ Copies _____ One Side: _____ Two Sided: _____

Paper Size _____ Main Paper stock: _____ Cover Paper _____ Print Color black or full
(include color) (include color)

Bindery Instructions:

Trimming: _____ Folding: _____ Collating: yes or no Stapling: _____
(size) (type of fold) (how many/location)

Drilling Holes: _____ Padding: _____ * Binding: Tape, Comb, Wire Laminating _____ Mylar _____
(# of holes/location) (copies per pad) (circle one)

***Note:** Tape binding requires a minimum of 15 sheets with a maximum of 325 sheets, Wire binding has a maximum of 240 sheets and Comb binding has a maximum of 400 sheets per book.

Labeling Instructions:

Send material to List # _____ Tabbing _____
(see mailing list key)

Large Format Poster Instructions:

Original file Size _____ Printed Size _____

Paper Type

Plain Matte—Cover Matte—Glossy—PolyPro—Canvas

Other Instructions:

Grommets Qty: _____ Laminate: _____ Trim to Bleed: _____

DO NOT WRITE BELOW THIS LINE

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Date received Date _____ Total impressions _____

Cost of Printing _____ \$ _____

Cost of Bindery
collating _____ stapling _____ trimming _____ punching _____

folding _____ padding _____ tape/comb/wire binding _____ \$ _____

Cost of Addressing/Labeling _____ \$ _____

Enlargements/Reductions or Setups _____ \$ _____

Total cost of Job \$ _____

Pick up signature _____