

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 _____ Delivery Date Required _____

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

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

Contact Person _____ Phone # _____

Signature of approving authority _____

Printing Instructions :

of originals _____ Copies per page _____ One Side: _____ Two Sided: _____

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

Bindery Instructions:

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

Drilling Holes: _____ Padding: _____ * Binding: Tape, Comb, Wire, Perfect
of holes/location (copies per pad) (pick one)

***Note:** Tape binding requires a minimum of 15 sheets with a maximum of 125 sheets per book.

Laminating: _____ Tabbing: _____

Other Instructions: _____

Labeling Instructions:

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

Other Instructions: _____

DO NOT WRITE BELOW THIS LINE

.....
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 _____