Copy Center
Work Order

Job Name [   ]   Department [   ]

Contact Name [   ]   Budget Number [   ]

Email [   ]   Telephone [   ]

Date Required [   ]

b&w Originals [   ]

b&w Copies [   ]

Color Originals [   ]

Color Copies [   ]

(1 side = 1 original 2-sided page = 2 originals)

☐ **Exam / Secure Document**   ☐ Mailing or Distribution Form Submitted

☐ Proof Copy Required

☐ Laminate   ☐ Large Format Printing (use special instruction box for details)

Special Instructions [   ]

Copy Output Specifications - Check all that apply

# of Sides	Covers	Sorting	Hole Punch	Staple
☐ 1-sided	☐ Front Cover	☐ Collate (1,2,3...)	☐ 2 Hole Punch	☐ Staple Top Left
				☐ Staple Top Right
☐ 2-sided	☐ Back Cover	☐ Group (1,1,1...2,2,2...)	☐ 3 Hole Punch	☐ 2 Position Staple

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Folding Specifications

☐ Letter Fold (third)   ☐ Text In   ☐ Fold None

☐ Half Fold   ☐ Text Out   ☐ Fold All

☐ Center Fold with 2 Position Staple (booklet)

Cutting

☐ Third cut   Qty after cutting [   ]

☐ Half Cut

☐ Quarter Cut   Custom Cut Size [   ]

Paper Color / Size (all paper is 20#, 8.5 x 11 except as noted) - Check all that apply

☐ Salmon	☐ Green	☐ Yellow	☐ Pink	☐ Blue Cover (67 lb)	☐ White 8.5 x 11
☐ Gray	☐ Gold	☐ Buff	☐ Orchid	☐ Tan Cover (67 lb)	☐ White 8.5 x 14
☐ Blue	☐ Cherry	☐ Tan	☐ Ivory	☐ White Cover (67 lb)	☐ White 11 x 17

* Remove all staples and binding materials. Indicate if originals include paste-ups. Trim heavy dark edges from originals
* Number originals on front or back so job may be put in proper order in case of copier misfeed.
* We do not copy books and bound materials. Copyright items must include written permission(s)