

Name *	Ext.*	Dept	Charge to acct. # **
Date submitted	Date required *	Job name	
# of original pages *	Number of copies	Yield (if cutting)	

Your Document	Instructions for Completed Document	Finishing
<input type="checkbox"/> 1 Sided <input type="checkbox"/> 2 Sided <input type="checkbox"/> 1 and 2 sided (Mixed) <input type="checkbox"/> Color originals <input type="checkbox"/> Flash Drive / C D Distribution <input type="checkbox"/> Hold: will call back <input type="checkbox"/> Return via campus mail to _____ <input type="checkbox"/> DISTRIBUTE TO <input type="checkbox"/> HC Students <input type="checkbox"/> HC Faculty <input type="checkbox"/> HC Staff <input type="checkbox"/> HC Administration	<input type="checkbox"/> 1 Sided <input type="checkbox"/> 2 Sided <input type="checkbox"/> Copy same as originals Paper <input type="checkbox"/> Letterhead <input type="checkbox"/> Client Supplied Paper <input type="checkbox"/> Plain white / 8.5" x 11" <input type="checkbox"/> Color paper / 8.5" x 11" <input type="checkbox"/> 3 Hole white / 8.5" x 11" <input type="checkbox"/> Plain white / 8.5" x 14" <input type="checkbox"/> Color paper / 8.5" x 14" <input type="checkbox"/> Plain white / 11" x 17" <input type="checkbox"/> Color paper / 11" x 17" <input type="checkbox"/> Card stock / color _____ <input type="checkbox"/> Transparencies	<input type="checkbox"/> Collated <input type="checkbox"/> Uncollated <input type="checkbox"/> Stapled (Upper left corner) 1 <input type="checkbox"/> Dual stapled 1 <input type="checkbox"/> Landscape stapled 1 <input type="checkbox"/> Perfect binding <input type="checkbox"/> Comb binding (Plastic spines) <input type="checkbox"/> Saddle stitched booklet Book Finishing <input type="checkbox"/> Covers / color _____ <input type="checkbox"/> Clear covers <input type="checkbox"/> Cover printing <input type="checkbox"/> Front <input type="checkbox"/> Inside front <input type="checkbox"/> Back <input type="checkbox"/> Inside back <input type="checkbox"/> Tabs Table Tents <input type="checkbox"/> A A <input type="checkbox"/> 4 up <input type="checkbox"/> B B Card stock / color
Folding / <input type="checkbox"/> Letter <input type="checkbox"/> Z fold Cutting _____		

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- _____ 8.5 x 11 Brite Hue Paper \$0.02 per sheet
- _____ 8.5 x 14 Pastel Paper \$0.02 per sheet
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- _____ Stapling (per staple)
- _____ Folding (per fold) \$0.01each
- _____ Cutting (per cut) \$0.01each
- _____ 3-Hole Punch \$0.01each

Special Instructions

Operator Information

Initial _____

Final _____

Rejects _____

This job was completed by:

Date: _____

Operator: _____