



Copy Center Work Request

Phone: (425) 456-4036 / ** Indicates Extra Charge

Copy Center Use Only

| REQUESTOR INFORMATION: | | | | | | | | | |
|---|---|---|--|---|------------------------------------|--|-------------------------------|--|-----------------------------------|
| Budget Code: (Required) | | | Authorized Signature: (Required) | | | | | | |
| Your Name: _____ | | School: _____ | | Due Date: (Required) _____ | | (No ASAP) | | | |
| Project Title: _____ | | Class Extension: _____ | | Cell Phone: _____ | | | | | |
| COPY INFORMATION: | | | | | | | | | |
| # of Copies: _____ | | # of Pages: _____ | | Print One Sided: _____ | | Print Back to Back: _____ | | | |
| PAPER CHOICE: | | | | | | | | | |
| 8.5 x 11 Color: _____ | | 8.5 x 14 Color: _____ | | (Bond Only) 11 x 17 Color: _____ | | (Bond Only) | | | |
| Bond #20 <input type="checkbox"/> | Index #110 <input type="checkbox"/> | Cover #65 <input type="checkbox"/> | Vellum #70 <input type="checkbox"/> | Brites #20/60 <input type="checkbox"/> | Parchment <input type="checkbox"/> | Print Color** <input type="checkbox"/> | | | |
| 2-Part (W/Y) <input type="checkbox"/> | 3-Part (W/Y/P) <input type="checkbox"/> | 4-Part (W/Y/P/G) <input type="checkbox"/> | 5-Part (W/GR/Y/P/G) <input type="checkbox"/> | W- White, Y- Yellow, P- Pink, G- Goldenrod, GR- Green | | | | | |
| FINISHING REQUEST: Check appropriate boxes | | | | SPECIAL INSTRUCTIONS: | | | | | |
| Staple: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | | | | | | | | |
| Fold: <input type="checkbox"/> | | Glue: <input type="checkbox"/> | | | | | Cut: <input type="checkbox"/> | | Collate: <input type="checkbox"/> |
| 2 - Hole Punch: <input type="checkbox"/> | | 3 - Hole Punch: <input type="checkbox"/> | | | | | | | |
| Fast Back Binding: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | | | | | | | | |
| ** Approval Required | | | | | | | | | |

All job(s) MUST be paper clipped to the work request form.

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| Date Mailed: | Paper | QTY/Reg Copy | QTY/X Copy | QTY/X Copy |
|---|---------------|--------------|------------|------------|
| # of Copies _____ 1-Sided _____ 2-Sided _____ Kodak _____ | Bond 8.5 x 11 | | | |
| # of Copies _____ 1-Sided _____ 2-Sided _____ Kodak _____ | Bond 8.5 x 14 | | | |
| # of Copies _____ 1-Sided _____ 2-Sided _____ Kodak _____ | Bond 11 x 17 | | | |
| | Bond Punched | | | |
| | Brites | | | |
| | Vellum | | | |
| | Cover | | | |
| | Index | | | |
| | NCR 2-Part | | | |
| | NCR 3-Part | | | |
| | NCR 4-Part | | | |
| | NCR 5-Part | | | |
| | Transparency | | | |
| | Parchment | | | |
| | Color | | | |
| Standard Finishing Charges | | | | |
| Collate _____ Glue _____ | | | | |
| Collate/Staple _____ Cut _____ | | | | |
| Collate/Staple/Fold _____ Punch _____ | | | | |
| Master _____ Fold _____ | | | | |
| Other Charges | | | | |
| Description _____ | | | | |
| _____ | | | | |
| _____ | | | | |