

General Job Order Form

Please Complete Applicable Sections in Full

Name
Department
Course

Order Taken By

Initial _____
Date: _____ Time: _____

Needed By

Date: _____
Time: _____

Don't say ASAP!

Services B+W Copies Scan to PDF Konica Prints Scanning Inkjet Prints Book Binding

Copies (Note: We will not make copies directly from books)

pgs in orig

copies

one-sided

two-sided

color paper

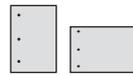
see booklet on counter for colors

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staple



hole punch



fold and staple



fold



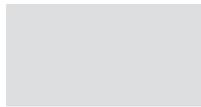
three fold



Scan to PDF

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pgs in orig



return original?



Completed Fair Use Attribution Form if needed?



Bind/Trim

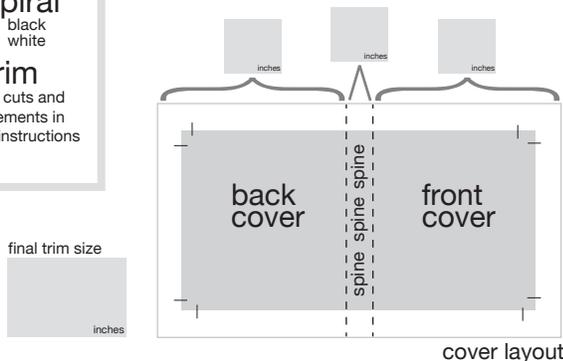
- velo
- spiral
black
white
- trim
indicate cuts and measurements in special instructions area.

perfect

provide:

- cover layout
- interior pages
- crop marks
- measurements

*note: we will not do any measuring for you. please be as precise as possible, down to 1/32".



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Completed By

Initial: _____

Date: _____

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