

Scan the QR code to
take our online survey!



FLORIDA **A&M** UNIVERSITY
COPY CENTER JOB REQUEST FORM

Job Number

POWERED BY RICOH

Today's Date / Time: _____ Date / Time Required: _____
Requested By: _____ Telephone Number: _____
Fund Code: _____ Project Code: _____
Customer Pick up or Faculty Delivery (circle one) Delivery Location: _____

JOB DESCRIPTION

Job or File Name: _____ Total # of Jobs for this order: _____ of _____
Number of Originals: _____ Number of Copies / Sets: _____ B&W: _____ Color: _____

STANDARD COPIES

- | | | |
|---------------------------------------|--|--|
| <input type="radio"/> 8.5 x 11 | <input type="radio"/> Copy One-Sided | <input type="radio"/> Collated and Stapled |
| <input type="radio"/> 8.5 x 14 | <input type="radio"/> Copy Two-Sided | <input type="radio"/> Collated Only |
| <input type="radio"/> 11 x 17 | <input type="radio"/> Copy As Is | <input type="radio"/> Not Collated |
| <input type="radio"/> OVERSIZE: _____ | <input type="radio"/> Reduce _____ Enlarge _____ | |

PAPER SELECTIONS

- | | | |
|--|--|--|
| <input type="radio"/> 20# White (BW copies) | <input type="radio"/> 24# White (COLOR copies) | <input type="radio"/> Other Stock: _____ |
| <input type="radio"/> 20# 3-Hole White (BW copies) | <input type="radio"/> 60# Color: _____ | <input type="radio"/> Customer Supplied: _____ |
| <input type="radio"/> 20# Color : _____ | <input type="radio"/> CARDSTOCK: _____ | <input type="radio"/> NCR: 3-part or 2-part (circle one) |

FINISHING and SPECIALTY OPTIONS

- | | | |
|--|---|--|
| <input type="radio"/> Cutting:
Finished Size _____
To Bleed? Y N | <input type="radio"/> Comb / GBC Bind
Covers: _____
Rebind Original: Y N | <input type="radio"/> Tabs: customer to provide tab
information, order of tabs, etc.
at time of order |
| <input type="radio"/> Drilling: if other than standard 3HD,
please provide a sample | <input type="radio"/> Coil Bind
Covers: _____
Rebind Original: Y N | <input type="radio"/> Lamination (write in size)
_____ |
| <input type="radio"/> By Hand: (circle your choices)
Collate: per piece or package
Staple
Other: _____ | <input type="radio"/> Wide Format / Poster
Size: _____ | <input type="radio"/> Folding: _____ |
| | | <input type="radio"/> Padding: fan-apart or
of finished pads _____
of sheets per pad _____ |

Special Request / Services: _____

COPY CENTER USE ONLY

First Meter ID: _____		Second Meter ID: _____	
Meter Start: _____	Meter End: _____	Meter Start: _____	Meter End: _____
Total Billable Impressions: B/W _____		COLOR 8.5x11 or 14: _____ 11x17: _____	
Total Billable Paper and Type (separated by TYPE) _____			
Additional Services: _____			
Operator Initials: _____		Date/Time Completed: _____	
		QC'd by: _____	
		On Time: Y or N	