

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

- 8.5 x 11
- 8.5 x 14
- 11 x 17
- OVERSIZE: _____
- Copy One-Sided
- Copy Two-Sided
- Copy As Is
- Reduce _____ Enlarge _____
- Collated and Stapled
- Collated Only
- Not Collated

PAPER SELECTIONS

- 20# White (BW copies)
- 20# 3-Hole White (BW copies)
- 20# Color: _____
- 24# White (COLOR copies)
- 60# Color: _____
- CARDSTOCK: _____
- Other Stock: _____
- Customer Supplied: _____
- NCR: 3-part or 2-part (circle one)

FINISHING and SPECIALTY OPTIONS

- Cutting:**
Finished Size _____
To Bleed? Y N
- Comb / GBC Bind**
Covers: _____
Rebind Original: Y N
- Tabs:** customer to provide tab information, order of tabs, etc. at time of order
- Drilling:** if other than standard 3HD, please provide a sample
- Coil Bind**
Covers: _____
Rebind Original: Y N
- Lamination (write in size)**

- By Hand: (circle your choices)**
Collate: per piece or package
Staple
Other: _____
- Wide Format / Poster**
Size: _____
- Folding:** _____
- 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