Fund_____

Account **734010**

Org_____

Program_____

Job No:_____

NCCU Centralgrahics
Copying Request Form

Department: _____ Date: _____

Requestor: _____ Phone No: _____

Number of Originals	X Number Copies	=Total Quantity	Name of Job	Cost

TOTAL COST $

Type of paper:

- Bond ☐
- Cardstock ☐
- 3-HD ☐
- NCR 2-Part ☐
- NCR 3-part ☐
- NCR 4-part ☐
- NCR 5-part ☐
- 5th Cut Tabs ☐

Size of paper:

- 8 ½ x 11 ☐
- 8 ½ x 14 ☐
- 11 x 17 ☐
- 12 x 18 ☐
- 24 x 36 ☐
- 30 x 42 ☐

- Single side copies ☐
- Double side copies ☐
- Color Copies ☐
- Black & White copies ☐

Business Cards:

- 500 ☐
- 1000 ☐

Letterhead Stationary:

- 500 ☐
- 1,000 ☐
- 1,500 ☐
- other:_____

Envelopes:

- 500 ☐
- 1,000 ☐
- 1,500 ☐
- other:_____

Color of *paper*

- White ☐
- Yellow ☐
- Pink ☐
- Green ☐
- Ivory ☐
- Gray ☐
- 3-hole ☐
- Salmon ☐
- Tan ☐
- Buff ☐
- Blue ☐
- Goldenrod ☐
- Glossy ☐
- Other ☐

Binding services:

- Tape Bind ☐
- GBC Bind ☐
- Saddle Stitch ☐
- Staple ☐
- Acco Bind ☐
- Padding ☐
- Spiral Bind ☐

- Lamination ☐
- Fold ☐
- Pad ☐
- Cut ☐

Brief instructions for print job (s):