



DUPLICATION ORDER SHEET

(attach all 3 copies to work submitted)

Date job needed _____ Administrative approval _____

Department _____ Check one: _____ Extension

I.D. Account # _____ _____ Research

For questions call: (Name) _____ _____ Resident Instruction

(Phone) _____ ext _____

Delivery address: _____

Name of job: _____

No. of pages _____ No. of copies _____ Paper weight _____ Paper color _____

Paper size _____

Other instructions (check all that apply): _____ Collate

Please print pages: _____ front to back

_____ Staple (corner)

_____ one side only

_____ Saddle stitch

_____ Plastic bind

Special instructions for distribution (if needed): _____

_____ Tape bind

_____ Wire bind

_____ Fold in half

_____ Fold lettersize

_____ 3-hole punch

_____ Cut to size _____

PLEASE COMPLETE ALL THE ABOVE THAT APPLY

ICS use only: Date _____ and time _____ received. Due _____

Job # _____ File # _____

Copying & Material Cost:

Paper _____ @ _____ = _____

Copying _____ @ _____ = _____

Color copying _____ @ _____ = _____

Binders _____ @ _____ = _____

Tabs _____ @ _____ = _____

Shrink wrapping _____ @ _____ = _____

Padding _____ @ _____ = _____

Other _____ @ _____ = _____

TOTAL MATERIALS = _____

Finished work received by _____ Date _____