

COPY CENTER JOB REQUEST FORM

Requester Name: _____

Date: _____

Phone Number: _____

Dept./Div.: _____

Non-Project Related Accounting Info:

* Fund _____

* Center _____

* Activity _____

Project Related Accounting Info:

* Project# _____

* Owning Org. _____

* Exp. Type _____

* Task _____

* Award _____

**** Email job request form to copycenter@coj.net

Originals/pages _____

Copies/Sets _____

Date & Time Required _____

Item Description: _____

Stock Size:

- 8 ½ x 11
- 8 ½ x 14
- 11 x 17
- Other
- Provided

Color Stock:

- White
- Blue
- Canary
- Salmon
- Green
- Other
- Tabs

- Heavy Stock – Index
- Special Order Stock

Scanning Required:

- To CD
- To pdf

Printing Required:

- 1 Sided
- 2 Sided
- Head to Tail
- Head to Head
- Color
- Black & White

Finishing:

- Collated
- Single Staple
- Bound / Prong Fasteners / GBC
- Uncollated
- Double Staple
- 3 Hole Punch
- Padded
- Delivery Outside St. James
Yes / No /

Special Instructions:

Control Number: _____