Account 734010

NCCU Centralgraphics
Copying Request Form

Fund

Org

Program

Job No:

Department: __________________________ Date: ________________

Requestor: __________________________________________ Phone No: ________________

<table>
<thead>
<tr>
<th>Number of Originals</th>
<th>X Number Copies</th>
<th>=Total Quantity</th>
<th>Name of Job</th>
<th>Cost</th>
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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

Business Cards:

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

Letterhead Stationary:

- 500 copies
- 1000 copies
- 1,500 copies

Envelopes:

- 500 copies
- 1,000 copies
- 1,500 copies

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

Brief instructions for print job(s):

Lamination

- Fold
- Pad
- Cut