

AgriLife Copy Services Request Form - D19

Copy Services Use Only
Date Received _____
Job Number _____

Job title _____ Date _____

Proof Required: Yes _____ No _____ Electronic file name _____ E-mail _____ Disk/CD _____

Dept. _____ Quantity _____ Number of pages _____ Finished size _____

Billing Address _____ Account# _____ - _____ - _____ PO# _____

_____ Contact Person _____ Phone _____

Date needed _____ Deliver Proof to: Building _____ Room _____

PRINTING INSTRUCTIONS

Cover

Separate Cover: yes _____ no _____

Print one side _____ print two sides _____

Paper: Type _____

Weight _____

Color _____

Ink(s): Color _____

Special instructions: _____

Inside Text

Print one side _____ Print two sides _____

Tabs: Type _____ Bank _____

Dividers _____

Paper: Type _____

Weight _____ Color _____

Ink(s): Color _____

Wide Format / Poster Printing

Size: Width _____ x _____ Height _____

Paper type: _____

Laminate: _____ 3ml _____ 5ml _____ 10ml

Mount on foamcore: _____ White _____ Black

Mount on Retractable Banner Stand: _____

Special instructions: _____

BINDING INSTRUCTIONS

Collate _____

Fold _____

Cut _____ Score _____

3 Hole Drill/Punch: _____ Large _____ Small

Perforate _____

Pad: _____ to a pad

Shrink wrap _____ per package

Tabbing: # _____ Where: _____

Laminate Pages _____ ml, _____ 8.5x11 _____ 11x17

trim laminate? _____ yes _____ no

Which pages? _____

Staple: corner _____ side _____

Saddle stitch _____

Plastic coil _____ Color _____ Size _____

Tape bind _____ Color _____ Size _____

Spine copy: _____

Fastback: _____ smooth _____ suede, color _____

foil color: _____ silver _____ gold

Perfect: _____ Hardback _____ Paperback

DELIVERY INSTRUCTIONS

Mailing: A completed D-1222 Mail Service Request Form must accompany all mail delivery requests.

____ First Class Mail ____ Non-Profit Permit #83 (Extension) ____ Non-Profit Permit #215 (University)

____ Bulk/Non-Profit (Permit No.: _____ Type: _____ City: _____ State: _____ Authorization No.: _____)

____ Other (Explain: _____)

Packaging: _____ Deliver completed job to: _____