UNIVERSITY OF WASHINGTON

COPY SERVICES ORDER FORM

A DIVISION OF PUBLICATIONS SERVICES
www.pubserv.washington.edu
206-543-7336

PLEASE PRINT

RESET FORM

Location	Job No.	CTI No.
Operator	Date	Pub Svcs. Job #

Check one ☐ Black toner ☐ Color toner ☐ Mixed ☐ Black on color copier

Budget Name		For Whom	Phone
Budget No.	Box No.	E-mail Address	
Title of Order		No. of Originals	No. of Copies

Remote Information
☐ Disk
☐ Email
☐ FTP Site ftp://ftp.pubserv.washington.edu/_____ (specify path name here)
Enter File Name _____

Proof Required
☐ Yes ☐ No
☐ Proof Approved _____

PAPER

Sizes
☐ **8-1/2 x 11**
☐ 8-1/2 x 14
☐ 11 x 17
☐ 9 x 11
☐ 12 x 18 (Color copier only)
☐ Paper provided

Weights
☐ **20 lb. Bond**
☐ 60 lb. Brights
☐ 70 lb. Text
☐ 32 lb. Bond

Cover Stocks
☐ 65 lb. Cover
☐ 80 lb. Cover
☐ 90 lb. Index
☐ 110 lb. Index

Color

SPECIAL

☐ Tabs _____
☐ Labels _____
☐ Vinyl _____

CARBONLESS

☐ 2-part White, Canary
☐ 3-part White, Canary. Pink
☐ 4-part White, Canary, Pink, Goldenrod

BINDERY INSTRUCTIONS

Collating ☐ Yes ☐ No
Print Both Sides ☐ Yes ☐ No
Stapling ☐ Left Corner ☐ Other _____
Cutting (final size) _____
Punching ☐ 3-hole left ☐ 2 hole top ☐ 2 hole left

Binding
☐ Comb
☐ Coil
☐ Tape
☐ Saddle Stitch
  ☐ 3 Knife Trim
  ☐ No Trim
☐ Other _____

Folding:
☐ **print in** ☐ print out
☐ #10 Letter Fold
☐ Half Fold
☐ Quarter Fold
☐ Other Fold
specify _____

Laminating
(specify size) _____

Padding ☐ Fan Pad ☐ Pad in Units of: _____

Numbering
Start # _____
End # _____

PICKUP/DELIVERY INSTRUCTIONS

Check one
☐ Contact When Ready
☐ Deliver
☐ Mailing Services (Job # _____)
Please contact Mail Prep (206-543-3257) to make arrangements for mailing and confirm number of copies prior to submitting order to Copy Services

Delivery Address (include room number)

INSTRUCTIONS

Date Ordered	Date Required	Date Received	Signature	Received by

UoW 1875 (Rev. 9/03)

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TOTAL $