

COPY THIS ORDER FORM

836.5808 phone 836.5040 fax copythis@missouristate.edu

Department	Budget number	Job number
Authorized signature	Date order received	CD <input type="checkbox"/> Email <input type="checkbox"/> Hard copy <input type="checkbox"/> Other <input type="checkbox"/>
Proof needed <input type="checkbox"/>	Contact name	Phone number <input type="checkbox"/>
Job name	Estimate on file <input type="checkbox"/>	Estimate # <input type="checkbox"/> Estimate total <input type="checkbox"/>
Date needed	Time needed <input type="checkbox"/> am <input type="checkbox"/> pm	Delivery location (building, room # and a contact)

JOB ORDER

Number of copies sets _____

Number of original pages _____

Single-sided Double-sided

Black & white Color

PAPER:

Letter Legal 11x17 12x18

White bond _____

Color bond _____

Astrobright _____

Offset/Résumé _____

Cardstock _____

Cover _____

Back _____

Slip sheets _____

Other _____

FINISHING:

Collate

Staple _____

Tape bind _____

Comb bind _____

Coil bind _____

Fold _____

Cut _____

QUANTITY AFTER CUT: _____

Shrink wrap

3-hole drill

Pad (in stacks of 50)

Laminate SIZE _____

SPECIAL INSTRUCTIONS:

Transparencies _____

NCR forms _____

ZOOMER:

Size _____

Paper _____

Cardstock _____

LAYOUT:

Time _____ Charge _____

COMPUTER:

Minutes _____

Color printouts _____ B&W printouts _____

MISCELLANEOUS:

JOB CHECK LIST (FOR COPY THIS USE ONLY)

PROOF:

Correct stock (paper type)

Copy quality (no spots, good solids, no pixilation)

Accurate color (505 and maroon match)

Precise front to back orientation

Correct page order

Finished properly (folded, collated, stitched, etc.)

If there are problems with any of the above items bring it to the on-duty supervisor's attention immediately!

Proof prepared by _____ **Date and time** _____

Proof approved

as is with changes Need new proof

Approved by _____ **Date and time** _____

PRODUCTION RUN:

Output matches approved proof

All specifications & special instructions completed

Number up per sheet meets job quantity needs

All mail merge lists are sorted by department

Job finished by _____ **Date and time** _____

Job run on 700 X4595

K7272 Nuvera

Quantity noted on computer system print menu

Job delivered by _____ **Date and time** _____

Comments: _____

WE APPRECIATE YOUR BUSINESS!

Total Charge \$ _____