

COPY REQUEST FORM

The Copy Center is a part of the UT Dallas Printing Services

copycenter@utdallas.edu | 972.883.2265

Date In: _____ Date Required: _____ Cost Center: _____

Requested by: _____ Signature: _____

Extension: _____ Email: _____

I want to see a proof before the job proceeds.
Name _____ Ext. _____

SERVICES PROVIDED

- Copies
- Flyer/Poster*
- Brochure
- Booklet/Book

** The Copy Center can print posters up to 12"x19". For a larger poster or any mounting needs, please fill out the Poster Request form through the Print Shop.*

No. of originals: _____
 Quantity per original: _____
 Total quantity: _____
 Color Black and White
 Single-sided Double-sided

Paper Type (specify weight if desired):
 Cover _____ #
 Text _____ #


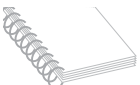


Paper Color:
 White
 Ivory
 Other _____

No. of Pages (for booklets): _____
 Final size: _____
File contains bleed and crop marks

Paper Finish:
 Matte
 Gloss
 Other _____

Special Instructions:
 Collate Stapled
 Use 3-hole punched paper
 Fold (choose from options)
 Half Tri-fold
 Other (specify in Notes)

Binding

 Saddle Stitch
 Plasticoil-black
 Tape-black, gray or white: _____
 Comb Bind-black

Cover

Clear
 Vinyl-green, black: _____
 Cardstock (color**) _____
 Same as interior paper

** Cardstock color options available at the front counter of the Copy Center.

File name: _____
 Date sent: _____
 Email attachment Box.com Flash drive

OTHER NOTES ABOUT THIS JOB

FOR OFFICE USE: Rec'd By Name/Date _____

DELIVER JOB TO:

COPY CENTER USE TOTAL CHARGES