

COPY REQUEST

SEATTLE UNIVERSITY
 REPROGRAPHIC SERVICES
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 You can email your job to reprographic@seattleu.edu
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 REPROGRAPHICS USE ONLY

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- A)
- B)
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SPEC HDLG

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BINDERY

- A)
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PAPER

- A)
- B)
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TOTAL: _____

BUDGET #: _____

Requested by: _____

Department: _____

Telephone: _____

DATE DUE: _____ AM PM

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IMPORTANT!

REPROGRAPHICS REQUIRES A SIGNATURE TO START YOUR JOB.

I certify that I have obtained copyright permission for any copyrighted material to be reproduced.

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	# of Copies	#Original Pages	Description
A			
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C			

ORIGINALS: 1 Sided 2 Sided COPIES: 1 Sided 2 Sided COLLATED (sorted) UNCOLLATED (grouped)

BLACK copies

FULL COLOR copies

Special Paper _____ Textweight Cardstock

Black copies on 20 lb. White, Full Color on 24 lb. Laser unless specified otherwise.

Letter (8½ x 11) Legal (8½ x 14) Ledger (11 x 17)

BINDING



Portrait Staple



Landscape Staple



Double Staple



Booklet Fold and Staple



GBC (Comb) Bind



Coil (Spiral) Bind

DRILLING 3 Hole 2 Hole Other _____

FOLDING Half Letter/Brochure Z-Fold Other _____

Head In Head Out

CUTTING Size: _____ x _____ Yield: _____ Total Pieces

SPECIAL INSTRUCTIONS: