

SUPERCOPY JOB REQUEST FORM

NAME: _____

Today's Date: ____/____/____

PHONE: _____

EMAIL: _____ @seattleu.edu @gmail.com @_____

	# of Copies	# of pages (sides) in Originals	Job Options		Charges
A			☐ Color ☐ BW	☐ 1 Sided ☐ 2 Sided	
	File Name		PAPER SIZE ☐ Letter (8½ x 11) ☐ Legal (8½ x 14) ☐ 11 x 17 ☐ 12 x 18 ☐ 13 x 19	☐ PAPER (If Not Regular) ☐ 80# Text ☐ 80# Cover ☐ 100# Text ☐ 100# Cover ☐ GlossText ☐ Gloss Cover ☐ Label-Gloss ☐ Label Matte ☐ Photo Paper	
B			☐ Color ☐ BW	☐ 1 Sided ☐ 2 Sided	
	File Name		PAPER SIZE ☐ Letter (8½ x 11) ☐ Legal (8½ x 14) ☐ 11 x 17 ☐ 12 x 18 ☐ 13 x 19	☐ PAPER (If Not Regular) ☐ 80# Text ☐ 80# Cover ☐ 100# Text ☐ 100# Cover ☐ GlossText ☐ Gloss Cover ☐ Label-Gloss ☐ Label Matte ☐ Photo Paper	
C			☐ Color ☐ BW	☐ 1 Sided ☐ 2 Sided	
	File Name		PAPER SIZE ☐ Letter (8½ x 11) ☐ Legal (8½ x 14) ☐ 11 x 17 ☐ 12 x 18 ☐ 13 x 19	☐ PAPER (If Not Regular) ☐ 80# Text ☐ 80# Cover ☐ 100# Text ☐ 100# Cover ☐ GlossText ☐ Gloss Cover ☐ Label-Gloss ☐ Label Matte ☐ Photo Paper	

SPECIAL INSTRUCTIONS

☐ **BUSINESS CARDS** ☐ 50 (Graphic Arts Students ONLY) ☐ 100 ☐ 200 ☐ 300 ☐ 400
Printed on Business Card Stock

☐ BINDING



Portrait
Staple



Landscape
Staple



Booklet Fold
and Staple



GBC (Comb)
Bind



Coil (Spiral)
Bind

☐ **DRILLING** ☐ 3 Hole

☐ **POSTERS** ☐ Color ☐ Black & White

POSTER SIZE ☐ 18 X 24 ☐ 24 X 36 ☐ 36 X 48 ☐ Other _____

POSTER PAPER ☐ Premium/Matte ☐ Photo/Gloss

☐ **CUTTING:** # of Sheets to cut through: _____ X # of sides cut (4) = _____

☐ **FOAM CORE MOUNT** ☐ White Foam Core ☐ Large (24 x 36)
☐ Black Foam Core ☐ Small (18 x 24)

☐ **POUCH LAMINATION** ☐ Business Card/Wallet Size ☐ 8.5 x 11 Size
☐ 8.5 x 14 Size ☐ 11 x 17 Size ☐ 12 x 18 Size

☐ \$5 **MINIMUM** Fee:
File/Bleed Setup,
Cutting & Binding, etc.

☐ **Needs to Pay**

☐ **PAID** (Attach Receipt)

Notified: Date: _____ Staff: _____