



Campus Print Shop
 Campus Box 433 • Phone (717) 337-6455

Job # _____
 Date Requested: _____ Date Needed: _____

Printing Services Request Form

Department _____ Campus Box _____

Service Requested by (Your Name) _____ Phone _____

Charge To # 30000/65004 - _____ - _____ - _____ - _____

The billing number provided is the number that will be charged with no exceptions

Job Description _____

DUPLICATING	BINDING	MAILING
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_____ # of copies	_____ Single Sided	_____ Collate	_____ Coil Bind	_____ First Class
_____ B/W	_____ Back to Back	_____ Collate & Staple	_____ Comb Bind	_____ Third Class
_____ Color	_____ Paper - Size	_____ Staple	_____ Tape Bind	
_____ Proof Request	_____ Paper - Weight	_____ Booklet		
_____ As Is	_____ Special Paper			

FINISHING	OTHER	DELIVERY INSTRUCTIONS
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_____ Cut/Trim	_____ Pad	_____ Graphic Design	Deliver to _____
_____ Fold	_____ Perf., Score	_____ Business Cards	_____ Via Campus Mail
_____ Hole Punch	_____ Drill	_____ Letterhead	_____ Pick Up (Call or email when ready)
_____ Laminate	_____ Poster Mounting	_____ Env.	Email: _____

SPECIAL INSTRUCTIONS:

PLEASE READ • WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproduction of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law.

PRINT SHOP ONLY

<u>Quantity</u>	<u>Description</u>	<u>#</u>	<u>Rate</u>	<u>Total</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Waste Count _____ Date Completed: _____ Run by: _____ Total Charges \$ _____