



COPY CENTER REQUEST FORM



FIRSTFREE CHURCH

Today's Date _____

Date Required: _____

Requested By: _____

Department: _____

Number of Originals _____

Number of Copies _____

Print shop also provides card stock in the colors listed below.

Any other paper needed should be pre-ordered through the receptionist

JOB DESCRIPTION

Standard Copies:

- 8.5 x 11
- 8.5 x 14
- 11 x 17
- Other – Size: _____

Number of B&W Copies: _____

Number of Color Copies: _____

- Copy One-Sided
- Copy Two-Sided
- Copy As Is

Size:

- Reduce _____ Enlarge _____

Paper:

- White
- Color

Color Paper: (circle one)

- Pink Blue Yellow Green Red
 Salmon Gray Buff Hot Colors _____
 Cherry Orchid Goldenrod Ivory

Other paper:

- Letter Head
- Bond

Card Stock:

- White Card Stock
- Color Card Stock

Paper has been ordered and or provided: _____

Finishing Services:

- Stapled
- Left Right Double Staple
- 3-Hole Punch
- 2-Hole Punch
- Booklet
- Comb bind
- Saddle Stitched

Folding:

- Letter _____
- Z fold _____
- Tri-fold _____

Covers:

- White / Color (Circle one)
- Front Back

Request Proof

Initials: _____

Special Request / Services: _____

For copy jobs with copyrighted originals: The requestor verifies that his job request is made in accordance with the U.S. Copyright Act of 1976. Please Circle approval obtained Initial:

COPY CENTER USE ONLY

Date Received: _____

Initials: _____

Meter Start: _____

Meter End: _____

Total Billable Impressions: _____

Waste: _____

Operator Initials: _____

Date/Time Completed: _____

QC'd by: _____