

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			<input type="checkbox"/> Color <input type="checkbox"/> BW		
	File Name		<input type="checkbox"/> 1 Sided <input type="checkbox"/> 2 Sided		
			PAPER SIZE <input type="checkbox"/> Letter (8½ x 11) <input type="checkbox"/> Legal (8½ x 14) <input type="checkbox"/> 11 x 17 <input type="checkbox"/> 12 x 18 <input type="checkbox"/> 13 x 19	<input type="checkbox"/> PAPER (If Not Regular) <input type="checkbox"/> 80# Text <input type="checkbox"/> 80# Cover <input type="checkbox"/> 100# Text <input type="checkbox"/> 100# Cover <input type="checkbox"/> GlossText <input type="checkbox"/> Gloss Cover <input type="checkbox"/> Label-Gloss <input type="checkbox"/> Label Matte <input type="checkbox"/> Photo Paper	
B			<input type="checkbox"/> Color <input type="checkbox"/> BW		
	File Name		<input type="checkbox"/> 1 Sided <input type="checkbox"/> 2 Sided		
			PAPER SIZE <input type="checkbox"/> Letter (8½ x 11) <input type="checkbox"/> Legal (8½ x 14) <input type="checkbox"/> 11 x 17 <input type="checkbox"/> 12 x 18 <input type="checkbox"/> 13 x 19	<input type="checkbox"/> PAPER (If Not Regular) <input type="checkbox"/> 80# Text <input type="checkbox"/> 80# Cover <input type="checkbox"/> 100# Text <input type="checkbox"/> 100# Cover <input type="checkbox"/> GlossText <input type="checkbox"/> Gloss Cover <input type="checkbox"/> Label-Gloss <input type="checkbox"/> Label Matte <input type="checkbox"/> Photo Paper	
C			<input type="checkbox"/> Color <input type="checkbox"/> BW		
	File Name		<input type="checkbox"/> 1 Sided <input type="checkbox"/> 2 Sided		
			PAPER SIZE <input type="checkbox"/> Letter (8½ x 11) <input type="checkbox"/> Legal (8½ x 14) <input type="checkbox"/> 11 x 17 <input type="checkbox"/> 12 x 18 <input type="checkbox"/> 13 x 19	<input type="checkbox"/> PAPER (If Not Regular) <input type="checkbox"/> 80# Text <input type="checkbox"/> 80# Cover <input type="checkbox"/> 100# Text <input type="checkbox"/> 100# Cover <input type="checkbox"/> GlossText <input type="checkbox"/> Gloss Cover <input type="checkbox"/> Label-Gloss <input type="checkbox"/> Label Matte <input type="checkbox"/> Photo Paper	

SPECIAL INSTRUCTIONS

BUSINESS CARDS 50 (*Graphic Arts Studnets 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: _____