



**CUSTOMER ORDER FORM**

**IMPORTANT:** Every item in the shaded boxes **MUST** be completed or the job request **WILL BE RETURNED** to you for more information, which **WILL DELAY** completion of your project. *This form will **NOT** be returned with completed job.*

Today's Date \_\_\_\_\_ Date Needed \_\_\_\_\_

Requested by \_\_\_\_\_ Phone \_\_\_\_\_

Department/Division/Office \_\_\_\_\_

Fund No. \_\_\_\_\_ Dept. No. \_\_\_\_\_ Project or Program No. *(if applicable)* \_\_\_\_\_

Job Description & PURPOSE \_\_\_\_\_

No. of originals/pages \_\_\_\_\_ Quantity \_\_\_\_\_

**BLACK & WHITE COPIES**

**PAPER SIZE:**

single side copies  front to back copies  as submitted  8.5 x 11  8.5 x 14 (legal)  11 x 17  12 x 18

staple  fold  cut  booklet  coil bind  pad  3-hole punch  3-hole punch reinforced

use color paper: \_\_\_\_\_ *(specify color)*

for the  front cover only  front & back covers  all pages

use card stock for the:  front cover only  front & back covers  all pages

use color paper for the cover: \_\_\_\_\_ *(specify color)*

Carbonless forms (NCR):  2 part  3 part  4 part

**COLOR COPIES:**

**PAPER SIZE:**

for the  front cover only  front & back covers  all pages  8.5 x 11  8.5 x 14 (legal)  11 x 17  12 x 18

Other instructions: \_\_\_\_\_

**POSTERS:** *(larger than 12" x 18" must be printed on the wide-format printer and will be charged by the foot.)*

Poster size: \_\_\_\_\_ Poster paper:  36" wide – coated  42" wide – uncoated

Other notes or special instructions \_\_\_\_\_

**IMPORTANT:** You **MUST CHECK** the boxes below & **SIGN** this form before we will print your document.

I understand that it is my responsibility to check for spelling and grammatical errors.

This document does **NOT** contain any photos, graphics, clipart or text that is copyright protected *(such as artwork from the internet that has not been purchased, photos from professional photographers without a print release, etc.).*

Signature \_\_\_\_\_ For an e-signature, please type your full name \_\_\_\_\_

— **NOTE: ALL FILES SENT ELECTRONICALLY MUST BE IN PDF FILE FORMAT ONLY** —

**FOR COPY CENTER USE ONLY:** Date Completed \_\_\_\_\_ Staff Initials \_\_\_\_\_