

Copy Center

Fairmont State University and Pierpont Community & Technical College
Falcon Center, 3rd Floor, 1201 Locust Avenue, Fairmont, WV 26554

Name _____ Date _____

Dept./School _____ SPECIFIC Date Needed _____

Bldg./Room _____

Phone # _____

**24-hour turn-around time is for:
black & white only; staple or 3-hole punch only**

Name of Document _____ PC Billing Code # _____

For Dept. Office Use Only
Fund/Org./Acct _____ / _____ / _____

EXPLANATION OF JOB

Original Pages _____ Print in _____ BLACK & WHITE _____ Single-sided
 Quantity Needed _____ _____ COLOR _____ Double-sided
 (at finished size - after cut) _____ COMBINATION _____ Same as Originals

SIZE AND PAPER CHOICES

Finished Paper Size: <input type="checkbox"/> 8.5" x 11" <input type="checkbox"/> 8.5" x 14" <input type="checkbox"/> 11" x 17" <input type="checkbox"/> 5.5" x 8.5" <input type="checkbox"/> business card <input type="checkbox"/> postcard <input type="checkbox"/> _____	Paper Stock: <input type="checkbox"/> Copy <input type="checkbox"/> Text <input type="checkbox"/> Cover <input type="checkbox"/> Index/Cardstock Color of Paper, if not white _____ <input type="checkbox"/> Glossy Text - White <input type="checkbox"/> Glossy Cover - White Covers: Type and Color of Paper: _____ <input type="checkbox"/> print front cover <input type="checkbox"/> print back cover <input type="checkbox"/> print inside front <input type="checkbox"/> print inside back	Special Stock: <input type="checkbox"/> Letterhead / Envelopes: _____ #10 _____ Announcement choose one: <input type="checkbox"/> FSU <input type="checkbox"/> Pierpont <input type="checkbox"/> Combined <input type="checkbox"/> Blank <input type="checkbox"/> Carbonless NCR - (____-part) <input type="checkbox"/> Tabs (____ rainbow 1/5) clear: <input type="checkbox"/> 1/3 or <input type="checkbox"/> 1/8 <input type="checkbox"/> Labels - Avery 5160 <input type="checkbox"/> MacTac (adhesive-backed) <input type="checkbox"/> Transparency
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FINISHING

Collate into Sets: <input type="checkbox"/> Yes <input type="checkbox"/> No Staple: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Single (top left corner) <input type="checkbox"/> Dual (<input type="checkbox"/> Left Edge <input type="checkbox"/> Top Edge) <input type="checkbox"/> Book-style (staple twice in center fold) Hole Punch: <input type="checkbox"/> 2-hole <input type="checkbox"/> 3-hole	Fold: <input type="checkbox"/> half <input type="checkbox"/> letter/brochure <input type="checkbox"/> other Cut/Trim to size _____ Perforate Pad (_____ sheets to a pad) Bind: <input type="checkbox"/> tape (<input type="checkbox"/> black <input type="checkbox"/> maroon) <input type="checkbox"/> vinyl coil (black only)	Packaging: <input type="checkbox"/> paper clip <input type="checkbox"/> rubberband <input type="checkbox"/> brown paper	Delivery: <input type="checkbox"/> hand deliver (to different address: _____) <input type="checkbox"/> call # _____ for pickup <input type="checkbox"/> hold for pickup <input type="checkbox"/> send to Physical Plant
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SPECIAL INSTRUCTIONS: _____

COPY CENTER PROCESSING - DO NOT WRITE IN THIS SECTION

Quantity	@ Cost	Total	Type	
Black&White	_____	_____	_____	Subtotal: _____
Color	_____	_____	_____	17% Finishing: _____
Paper	_____	_____	_____	Total: _____
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	

Paid By VISA - Thank you !

Date	Time	Print Type	Number Copies	Equipment Used
Submitted	_____	Black & White	_____	_____ 4112 B&W _____ 700 Color
Completed	_____	Color	_____	_____ 700 B&W _____ 250 Color
				_____ 5755 B&W
JOB TICKET # _____		Total Copies	_____	_____ 250 B&W _____ Operator's Initials _____

Delivery Received By: _____ Date _____ (revised 03/08/13)