

Instructions

Items 1 through 9 are required to process your order!

1. Provide your **Name**
2. Provide **Telephone Number**
3. Enter **Mailbox Number** - Notices of completion delivered by interoffice mail
4. Enter a **Job Name**
5. Enter your **Room Number** - large orders are delivered directly to your office
6. Enter the **Number of Pages** of your document (originals - all imaged sides)
7. Enter the **Number of Copies** requested
8. Enter **Today's Date**
9. Enter **Due Date** - allow for 3 working days (72 HOURS)

Complete specifications in fields 10 through 25 as needed!

10. Select **Graphics** - allow 5 working days - once approved, begin 3 day turn
11. Select **Print** options
 - one-sided = copy on front side only
 - two-sided = copy on front and back
12. Select **Collate** options (the way the pages are assembled)
 - Yes = pages are assembled together in order
 - No = each page stacked individually
13. Select **Stapling** options
 - Yes, ie., upper left corner, book, saddle
 - No
14. Select **3 hole Drill** option
15. Select **Folding** option
16. Select **Cutting** option - provide final size and final yield quantity
17. Select **Padding** option - indicate number of pads and number of sheets per pad
18. Select **Binding** option
19. Select **Size** = dimension of output
20. For **NCR forms**, indicate number of parts
21. For **Business Card** option, check here and provide info in Special Instructions
22. Select **Paper** color and weight
23. Include any **Special Instructions**
24. Are materials **Copyrighted**? Attach authorization and/or proper citations
25. Are materials **Confidential**? Copies of exams and tests are secured in locked cabinet.

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26. Provide **Account number** for division chargeback