

COPY REQUEST FORM

copycenter@utdallas.edu | 972.883.2265

Date In: _____ Date Required: _____ Cost Center: _____

Requested by: _____ Signature: _____

Extension: _____ Email: _____

I want to see a proof before the job proceeds.
Name _____ Ext. _____

SERVICES PROVIDED

- Copies
- Flyer/Poster*
- Brochure
- Booklet/Book

** The Copy Center can print posters up to 13"x26". For a larger poster or any mounting needs, please fill out the Poster Request form through Print and Copy Services.*

No. of originals: _____
Quantity per original: _____
Total quantity: _____
Color _____ Black and White
Single-sided _____ Double-sided

Paper Type (specify weight if desired):

Cover _____ #
Text _____ #

Paper Color:

White
Ivory
Other _____

Paper Finish:


Matte
Gloss
Other _____


No. of Pages (for booklets): _____
Final size: _____
File contains bleed and crop marks


Special Instructions:


Collate _____ Stapled Use _____
3-hole punched paper _____

Folding


Center fold
↳ Saddle stitch?



Letter fold

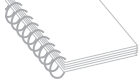

Accordion; "Z-fold"


Double panel fold

Other (specify in notes)

Binding


Saddle Stitch


Plasticoil-black

Cover _____

Clear _____

Vinyl-green, black: _____

Cardstock (color**) _____

Same as interior paper _____

** Cardstock color options available at the front counter of the Copy Center.

Envelopes

Window _____ No Window _____

#9 _____ #10 _____ A6 _____ A7 _____

9x12 _____ Other _____

Color _____ Finish _____

File name: _____

Date sent: _____

Email attachment _____ Box.com _____ Flash drive _____

FOR OFFICE USE: Rec'd By Name/Date _____

OTHER NOTES ABOUT THIS JOB

CAMPUS MAIL ADDRESS

**COPY CENTER USE
TOTAL CHARGES**