

COPY SERVICE ORDER FORM

Oregon State University Printing and Mailing Services—737-4941

HUIE # _____

AM
PM

Date Copy Job Needed
(DO NOT USE ASAP)

Today's Date

Bar Code Sticker OR Fill in (Required Information)

Account # _____

Dept. Name _____

First Name	Last Name	Phone Number	Email Address
Job Name or Copy Title or File Name			Want a Proof? (required on digital jobs) Circle One: Yes No

FINISHED JOB OPTIONS

# of Copies of Each Original <input style="width: 80%;" type="text"/>	BODY PAPER-If Other Than 20# White Material # <input style="width: 40%;" type="text"/> Description: _____	Duplexing <input type="checkbox"/> Single-Sided <input type="checkbox"/> Double-Sided
# of Originals (A two-sided sheet counts as two originals) <input style="width: 80%;" type="text"/>	COVER PAPER Material # <input style="width: 40%;" type="text"/> Description: _____	

FOR SERVICES BELOW PLEASE MARK AS MANY AS APPLY TO YOUR JOB.

COPY SERVICES	FINISHING	STAPLE/DRILL	BINDING	FOLDING	PACKAGING
<input type="checkbox"/> B&W Copies	<input type="checkbox"/> Collate	<input type="checkbox"/> Staple Top Left	<input type="checkbox"/> Comb	<input type="checkbox"/> Fold 1/2	<input type="checkbox"/> Shrink Wrap
<input type="checkbox"/> B&W Digital	<input type="checkbox"/> Front Cover	<input type="checkbox"/> Staple 2 Left	<input type="checkbox"/> Tape	<input type="checkbox"/> Letter	<input type="checkbox"/> Shrink Wrap w/ Back
<input type="checkbox"/> Highlight Color	<input type="checkbox"/> Back Cover	<input type="checkbox"/> Saddle Stitch	<input type="checkbox"/> Coil	<input type="checkbox"/> Fold 1/3	<input type="checkbox"/> Round Corner
<input type="checkbox"/> Color Copies	<input type="checkbox"/> Carbonless	<input type="checkbox"/> Staple-Other <small>(attach sample)</small>	<input type="checkbox"/> Perf/Score	<input type="checkbox"/> Double Parallel	<input type="checkbox"/> Cut To: _____ <small>Finished Cut Size</small>
<input type="checkbox"/> Color Digital	<input type="checkbox"/> Laminate	<input type="checkbox"/> 3 Hole Drill	<input type="checkbox"/> Number	<input type="checkbox"/> Fold w/ Head-In	_____ <small># of Finished Pieces</small>
<input type="checkbox"/> Self Service (B&W Only)	<input type="checkbox"/> Slipsheet	<input type="checkbox"/> Drill Special <small>(attach sample)</small>		<input type="checkbox"/> Fold w/ Head-Out	<input type="checkbox"/> Pad: _____ <small># of Sheets Per Pad</small>
				<input type="checkbox"/> Fold-Other <small>(attach sample)</small>	

FINISHED JOB DELIVERY INSTRUCTIONS REQUIRED (Check all that Apply)

Quantity All or # _____ <input type="checkbox"/> CALL - HOLD FOR PICKUP All or # _____ <input type="checkbox"/> SEND TO: _____ <small>Campus Room Number & Building</small> All or # _____ <input type="checkbox"/> SEND TO MAILING <input type="checkbox"/> US Mail (Allow 3 Days After "Date Copy Job Needed" For Mailing) <input type="checkbox"/> FedEx <input type="checkbox"/> UPS <input type="checkbox"/> Shuttle	MAIL TO LIST: _____ <small>(lists on file include Affirmative Action, DDD, Faculty Forum*, and Staff Newsletter* lists.)</small> * Permission Required All other lists, use Mailing Services Order Form
_____ <small>STREET ADDRESS (Do Not Use P.O. Box Numbers) CITY & STATE ZIP</small>	

ADDITIONAL INSTRUCTIONS

COPY SERVICE ORDER FORM INSTRUCTIONS AND DEFINITIONS

GENERAL INSTRUCTIONS

- ◆ All information above the “FINISHED JOB OPTIONS” section is **required** for us to process your job request. Please use pre-printed barcode stickers, if possible. **We provide these FREE OF CHARGE.** Call 7-4091 to place an order.
- ◆ In the “FINISHED JOB OPTIONS” section, complete or check all those features you want. Do not cross through options/features that you do not want.
- ◆ Use the “ADDITIONAL INSTRUCTIONS” section to explain things we need to know about your job that are not otherwise listed.
- ◆ **Specific DELIVERY INSTRUCTIONS are required.**
- ◆ **We require that a proof be approved on all digital and highlight color.**
- ◆ Two-sided work will be processed head to head unless otherwise specified by you in the special instructions section.
- ◆ Each collated job requires a separate order form.
- ◆ Standard paper sizes are 8½ x 11, 8½ x 14 and 11 x 17; 12 x 18 also available on color copier only.

HARD COPY JOBS:

- ◆ Originals must be free of staples. Loose pieces must be taped smoothly and completely on all four sides of the piece.
- ◆ The collating sequence will be guaranteed only if the originals are numbered in sequence. Non-photo blue numbering is acceptable.
- ◆ There is a charge of .022 per page for us to non-photo blue number your originals.
- ◆ There is an additional charge for processing originals that have black edges.

DIGITAL COPY JOBS:

- ◆ Send files to Digital.Printing@orst.edu. Sender is responsible for proper postscripting of files.
- ◆ There is an additional charge for us to postscript your files.
- ◆ **We require that a proof be approved on all digital jobs.** You need to sign the Digital/Network Job Proof Approval Form.

DEFINITIONS OF FEATURES AND OPTIONS

MACHINES:

- ◆ HIGHLIGHT COLOR - Uses blue and black ink; every document produced is an original; option available to store and print digitized personal signature.
- ◆ DIGITAL PRINTING - producing finished job from a digital file.

FINISHING OPTIONS:

- ◆ COLLATE - to assemble document in proper order.
- ◆ DOUBLE-SIDED - copy on front and back of paper and may be done “head-to-head” or “head-to-foot”:
“Head-to-Head” - prints on both sides of paper so that the top of one side of the sheet is at the top of the other side of the sheet.
“Head-to-Foot” - prints on both sides of paper so that the top of one side of the sheet is at the bottom of the other side of the sheet.
(Books are an example of head-to-head and calendars are an example of head-to-foot).
- ◆ LAMINATE - apply a firm plastic film to front and back of documents. Maximum size is 11 x 17.
- ◆ STAPLE – SADDLE - staples are forced through the backbone or spine of the booklet. Magazines are an example of this feature.
- ◆ LETTER FOLD - requires making two folds that divide a page into three equal parts. (Standard paper sizes only)
- ◆ FOLD IN HALF - one fold, folding either on the long or short dimension. (Standard paper sizes only)
- ◆ DOUBLE PARALLEL - requires folding a piece of paper in half-and-half again. For example, on an 8 ½ x 14 sheet the first fold is to 8 ½ x 7 and the second fold is to 8 ½ x 3 ½. (Standard paper sizes only)
- ◆ FOLD/HEAD-IN - top of front page will be inside the folded piece. Address will not show in a window envelope.
- ◆ FOLD/HEAD-OUT - top of the front page will be on the outside of the folded piece. Address will show in a window envelope.
- ◆ SHRINK WRAP - apply a thin plastic film wrap to a packet of materials.

MISCELLANEOUS INFORMATION

- ◆ We have expandable wallet envelopes available at a reasonable cost. Use of these wallet envelopes will expedite the turnaround time in producing your job.
- ◆ Printing & Mailing office hours are 7:30 A.M. to 5:30 P.M., Monday through Friday. There is an after-hours drop box on the south side of Cascade Hall. Ring bell to alert the night operator that a job has been dropped off.
- ◆ Campus Mail provides pickup and delivery twice daily. Departments may request special after hours pickup by calling 7-3973.
- ◆ Orders too large to fit in the Printing & Mailing expandable wallet envelope will be returned to you via Campus Freight.
- ◆ Self-service copying is available only on our black & white copiers.