Copy Job Order

Fill in white spaces and check boxes only. Clock in order, aligning top left edge to left edge of clock.

Department	Contact Person	Ext.

Account No.	Cash ☐	Room/Bldg	Date Required

Black & White and Color Copying Specifications

(1 side = 1 original; one 2-sided page = 2 originals)

# **b&w** Originals	# **b&w** Copies	# **Color** Originals	# **Color** Copies	**File Name**, if applicable

Copy Output Specifications

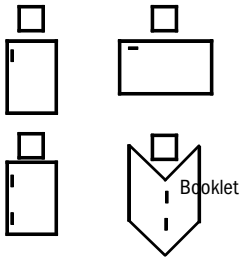
- ☐ **1-sided**
- ☐ **2-sided**
- ☐ Reduce
- ☐ Enlarge
- ☐ Collate (1,2,3,...)
- ☐ Group (1,1,1...2,2,2...)

Cut to Size: _____

Qty after cutting: _____

Staple Specifications

☐ None



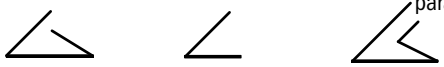
☐ Booklet

Special Finishing

- ☐ Tape Bind
- ☐ Velo Bind
- ☐ Comb (spiral) bind
- ☐ Glue: Carbonless forms
- ☐ Glue: Pads
- ☐ **3 Hole Punch**

Folding (required for student mailboxes)

- ☐ None
- ☐ Fold all
- ☐ Fold text In
- ☐ Fold text Out
- ☐ Letter
- ☐ Half
- ☐ Double parallel
- ☐ Perforate/Score



Fold only this qty: _____

Paper Specifications (20#, 8½ x 11, except as noted. If not listed, fill in Main Paper section below.)

- ☐ Standard White #1000
- ☐ 20# 11x17 white #2000
- ☐ 60# 11x17 white #2001
- ☐ Legal white #3000
- ☐ 24# blank letterhead #1230
- ☐ Blue #1300
- ☐ Yellow #1400
- ☐ Gold #1450
- ☐ Cherry #1500
- ☐ Pink #1501
- ☐ Green #1900
- ☐ Ivory #1200
- ☐ Orchid #1901
- ☐ 110# Indx Wh #1010
- ☐ 110# Indx Blue #1310

Common Color Copier Papers:

- ☐ 24# Xrx96 white #6004
- ☐ 24# 11x17 Xrx96 white #7003
- ☐ 28# 11x17 Xrx96 white #7202
- ☐ 80# 11x17 Xrx98 white #7600

	Description from Paper Guide			Stock #
Main Paper				
Covers	Description from Paper Guide	☐ Front Cover	☐ Back Cover	Stock #

Special Instructions

- ☐ Confidential
- ☐ Proof copy required
- ☐ Mailing or Distribution Requisition submitted

- **Remove all staples and binding materials. Indicate if originals include paste-ups. Trim heavy dark edges from originals.**
- **Number originals on front or back, so job may be put in proper order in case of copier misfeeds.**
- **We do not copy from books & bound materials. Copyright items must include written permission(s).**

BARNARD COLLEGE
OFFICE SERVICES
x4-2087

Copier
❑ A ❑ B ❑ C

Xrx# _____

Stck1# _____

#Used _____

Stck2# _____

#Used _____

 # Fold _____

HvyColor ☐

 # Copy Cards:

100 _____

200 _____

Surcharges:

Cut _____

Fold _____

Glu-Pd _____

Bind _____

CpyCd _____

BookIt _____

Total Surcharges

Oper. _____

Date _____