

Copying & Printing Order Form

Copy and Print Services, 40 Green Street T (413) 585-2600

copyprint@smith.edu http://www.smith.edu/copyprint/

Please allow a 48 to 72 hour processing lead time for all copying & printing jobs

Name: _____

☐ Charge to Codes ☐ Paying By Check or OneCard

Date: _____ Extension: _____

Department: _____

Campus Address: _____

Date Needed By: _____ ☐ Will Pick Up

☐ Deliver to: _____

Fund	Organization	Account	Activity	Location

Description of Order:

Originals: _____ ☐ Black Ink ☐ Color Ink

Copies (sets) needed: _____

Paper Color/Type: _____

Size: ☐ 8 1/2 x 11 ☐ 8 1/2 x 14 ☐ 11 x 17

☐ One Sided ☐ Two Sided

☐ Collated ☐ Non-Collated

I signify that I have performed the necessary copyright procedures for this document(s) OR it is not copyrighted.

Your eSignature: _____ (Required)

This space for additional instructions/items not on the list.

Finishing & Other Services

- ☐ Stapling ☐ Upper Left ☐ Lower Left ☐ 2 on Left Side ☐ Saddle Stapling
- ☐ Folding ☐ 1/2 ☐ 1/3 for #10 envelope ☐ Z fold ☐ Other ☐ Print Out ☐ Print In
- ☐ Cutting ☐ 1/2 ☐ 1/3 ☐ 1/4 ☐ Other (provide sample) Total Quantity after Cutting: _____
- ☐ Hole Punching ☐ 3-Hole ☐ Other ☐ Brass Fastener(s) ☐ 1 ☐ 2 ☐ 3
- ☐ Padding ☐ Top ☐ Other (provide sample indicating where to pad) ☐ NCR Padding
- ☐ Lamination ☐ 8 1/2 x 11 ☐ 11x17 ☐ 3 1/2 x 2 (Business Card Size)
- ☐ Perforating (provide sample indicating where to perf) ☐ Scoring (provide sample indicating where to score)
- ☐ GBC/Comb Binding ☐ Flat/Tape Binding
- ☐ Smith Business Cards ☐ 250 Cards ☐ 500 Cards
- ☐ Scanning ☐ PDF ☐ JPG Other: _____
- ☐ Poster Distribution (see Web site for more info) ☐ Poster Run ☐ Houses ☐ Departments

To Be Completed By Copy and Print Services

Done by: _____ on: ____/____/____

Total Order: \$ _____

Payment on: ____/____/____ ☐ Check ☐ OneCard