

Copy Request Form



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Phone (717) 871-2679 • Fax (717) 871-7914

Job Name : _____

Due Date: _____

Contact: _____

Job Number: _____

UC&M Contact: _____

email: _____

Department to be billed: _____ Department Contact: _____

email: _____ Phone: _____

Delivery: Building _____ Room# _____

Printing Instructions



- Sizes:
- Letter 8.5" x 11"
 - Tabloid 11" x 17"
 - Statement 5.5" x 8.5"
 - Legal 8.5" x 14" (white)
 - Postcards Specify Size _____

Black & White Color

Quantity Needed _____

Number of originals _____

Copying Instructions:

- One Sided Two Sided Stapled Corner  Side  Saddle Stitch
- Comb Bind Booklet
- 3 Hole Punch Add Cover

Cover Color (Check One)

- White
- Ivory
- Yellow
- Ultra Orange
- Violet
- Lt. Blue
- Lt. Green
- Gold
- Orchid
- Gold
- Pink
- Dark Green
- Red
- Cyan Blue
- Sea Blue
- Antique Gold
- Tan Scroll
- Script Blue
- Lime Green
- Stormy Gray
- Orange

20lb. Color (Check One)

- Light Pastel Colors
- Salmon
 - Ivory (Buff)
 - Canary Yellow
 - Turquoise
 - Lavender
 - Lt. Blue
 - Lt. Green
 - Gold Finch
 - Cherry
 - Pink
 - Gray

60lb. Vellum Color (Check One)

- Deep Bright Colors
- Grape (Purple)
 - Radical Red (Deep)
 - Daydream Blue (Cyan)
 - Irish Green (Dark)
 - Sunkist Orange
 - Solar Yellow
 - Fuchsia
 - Lime Green

Additional Instructions:

We accept department purchasing cards as payment. (\$3.00 Minimum)