



Copy Center

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*This form is for **READY-TO-PRINT** documents. If you need design or type-set assistance, please use the **Design and Print Services form.***

CUSTOMER ORDER FORM

IMPORTANT: Every item in the shaded boxes **MUST** be completed or the job request **WILL BE RETURNED** to you for more information, which **WILL DELAY** completion of your project. *This form will NOT be returned with completed job.*

Today's Date _____ Date Needed _____

Requested by _____ Phone _____

Department/Division/Office _____

Fund No. _____ Dept. No. _____ Project or Program No. *(if applicable)* _____

No. of originals/pages _____ Quantity _____

Order description/title _____

BLACK & WHITE COPIES

COLOR COPIES:

single side copies front to back copies as submitted for the front cover only front & back covers all pages

staple fold cut booklet coil bind pad 3-hole punch 3-hole punch reinforced

PAPER SIZE: 8.5 x 11 8.5 x 14 (legal) 11 x 17 12 x 18

use color paper: _____ *(specify color)*

for the front cover only front & back covers all pages

use card stock for the: front cover only front & back covers all pages

use color paper for the cover: _____ *(specify color)*

Carbonless forms (NCR): 2 part 3 part 4 part

Other instructions: _____

POSTERS: *(larger than 12" x 18" must be printed on the wide-format printer and will be charged by the foot.)*

Poster size: _____ Poster paper: 36" wide – coated 42" wide – uncoated

Other notes or special instructions _____

IMPORTANT: You **MUST CHECK** the boxes below & **SIGN** this form before we will print your document.

I understand that it is my responsibility to check for spelling and grammatical errors.

This document does **NOT** contain any photos, graphics, clipart or text that is copyright protected *(such as artwork from the internet that has not been purchased, photos from professional photographers without a print release, etc.)*.

Signature _____

For an e-signature, please type your full name

— **NOTE: ALL FILES SENT ELECTRONICALLY MUST BE IN PDF FILE FORMAT ONLY** —

FOR COPY CENTER USE ONLY: Date Completed _____ Staff Initials _____