

## DREXEL COPY CENTER ORDER FORM

Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Dept.: \_\_\_\_\_ Fund/Org#: \_\_\_\_\_/\_\_\_\_\_

Contact Name: \_\_\_\_\_ Ext.: \_\_\_\_\_  
*(Please Print)*

Cell/Email.: \_\_\_\_\_

### COPYING & PRINTING DETAILS

Project Name: \_\_\_\_\_

Description/Job Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

File name(s): *(if supplying digitally)* \_\_\_\_\_

No. of FINISHED pieces \_\_\_\_\_  1 Sided  2 Sided

Stock \_\_\_\_\_ Finished Size \_\_\_\_\_

Full Color  Black & White  Ink Color(s) \_\_\_\_\_

### FINISHING SERVICES

Collate  Staple  Fold  Saddle Stitch  3 Hole Punch

GBC (Plastic Bind)  Spiral Bind  Cut \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### For receipt of COMPLETED job

DCC Job. No.: \_\_\_\_\_ Total Charges: \_\_\_\_\_

Signature: \_\_\_\_\_

PRINT Name if not contact name above: \_\_\_\_\_