



Duplicating Services Request Form

tel: 626.815.5418 e-mail: printshop@apu.edu

Is Your Document Copyrighted?
 YES NO

Complete all boxes necessary for accurate duplication.

There is a 24 hour turn around time. Time applies when job is received by Duplicating Services.

Date Submitted _____ Date Due _____

Department	Contact Person	Deliver or Pick Up Deliveries Leave At: 10:30 A.M. & 3:00 P.M.
Account Number	Ext / Mobile Phone	
Proof Copy Requested before full run? ___ Yes ___ No/please initial: _____	No. of Copies	Job Description
		No. of Originals

Types of Copies and Supplies

Black/ White Copies
 Paper Type: _____ Paper Color: _____ Paper Size: _____

Full Color Copies: Available only in white paper.
 Paper Type: _____ Paper Size: _____

Copy Specifications *If nothing is marked duplicating request will be printed collated b/w 1 sided or may be returned for clarification.



Collated
(1,2,3...)



Uncollated
(1,1,2,2,3,3)



Original (s)



double sided



single sided

Copies



double sided

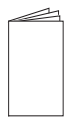
Finishing

<p>Stapling</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Portrait Single</div> <div style="text-align: center;"> Portrait Double</div> <div style="text-align: center;"> Landscape Single</div> <div style="text-align: center;"> Landscape Double</div> <div style="text-align: center;"> Rubberband * Min. 25 sheets</div> </div>					<p>Binding</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Spiral</div> <div style="text-align: center;"> Tape *limit 100 sheets</div> <div style="text-align: center;"> Cover</div> </div>		
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Covers:

Front Cover Type: _____ Color: _____ Print on cover? _____
 Back Cover Type: _____ Color: _____ Print on cover? _____

Booklets finished size



folded w/o staples 5 1/2 x 8 1/2 8 1/2 x 11
 folded w/ staples folded w/ staples

Folding



Single



Letter



Accordion



Double Parallel

Cutting

Number of cuts: _____

Final Dimensions: _____ X _____

Special Instructions

CD/DVD Duplication

Price Quote Actual Price May Vary From Quoted Price According to Job Completion.
 Operators initial: _____ Customer initial: _____ Quote: \$ _____

For Copyright Information, Please refer to Azusa Pacific University Duplicating Services Handbook located in Outlook, Public Folders, APU Public Folders, All Public Folders, University Services, Duplicating Services. We reserve the right to examine projects and refuse service if copyright is suspected.