

**Contact Information**

Name \_\_\_\_\_ Local Contact Number (843) \_\_\_\_\_  
 CWID (College ID Number) \_\_\_\_\_ CofC Email \_\_\_\_\_@cofc.edu  
 Date Submitted \_\_\_\_\_@g.cofc.edu

**Date Required \_\_\_\_\_ (ASAP is NOT a date.)**

Name of Item \_\_\_\_\_

Format sent to Copy Center  Color (COPY-COLOR)  Black (COPY-BLACK)  Hard Copy

Name of Electronic File: \_\_\_\_\_

Person Logged on to the computer sending the Electronic File (ex. smithj): \_\_\_\_\_

Proof (A proof is for approval of paper and color/print quality.)  Yes  No

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Special Instructions  Yes  No

Quantity Requested \_\_\_\_\_ Number of Originals \_\_\_\_\_  
 (How many copies?) (How many pages? Ex. 3 pages front-to-back = 6 originals.)

**Copies**

Ink/Toner  full color  black only  color & black (please mark pages)

Page Size  8.5x11 (letter)  8.5x14 (legal)  11x17 (tabloid/ledger)  12x18

Paper Weight  Standard  Premium  Coverstock  Gloss Cover

Paper Color: \_\_\_\_\_

Special Paper:  Tabs  Transparencies  Clear Covers  Black Backs \$ \_\_\_\_\_  
 Other (special order) \_\_\_\_\_  Other (provided) \_\_\_\_\_ \$ \_\_\_\_\_

Duplexing  Single-Sided  Front-to-Back  Mixed (please mark pages) \$ \_\_\_\_\_

Collation  Yes  No \$ \_\_\_\_\_

Stapling  Yes  No If Yes, where and how many staples: \_\_\_\_\_ \$ \_\_\_\_\_  
 (Does not include Booklets)

Hole Punch  Yes  No If Yes, where and how many holes: \_\_\_\_\_ \$ \_\_\_\_\_

**Finishing**

Binding  Plastic Comb  Tape  Coil  Booklet 5.5x8.5  Booklet 8.5x11 \$ \_\_\_\_\_

Cutting  Yes  No Trim Size \_\_\_\_\_ Yield (How many cut pieces?): \_\_\_\_\_ \$ \_\_\_\_\_

Pads Number of Pads \_\_\_\_\_ Sheets per pad \_\_\_\_\_  Top  Side \$ \_\_\_\_\_

Lamination  Laminate  Mount  Pouch \$ \_\_\_\_\_  
 8.5x11  8.5x14  11x17  Other \_\_\_\_\_ \$ \_\_\_\_\_

Folding  Bifold  Trifold  Z-fold  Other \_\_\_\_\_ \$ \_\_\_\_\_

Mailings  Stuff/Seal  Clear Mail Tabs  Labels \$ \_\_\_\_\_

Other  Shrink Wrap  Fax  \_\_\_\_\_ \$ \_\_\_\_\_

**Please allow a minimum of 24 hours for the completion of each request.**

**Processed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Total: \$** \_\_\_\_\_