MUSKINGUM COLLEGE SCANNER PRINT REQUEST

Please fill this page out and make it the first page you scan. Make the destination of the scan the Copy Center, copy@muskingum.edu.

Date Sent: ____________________ Needed By: ____________________ Person Ordering: ____________________

☐ Charge Dept: ____________________ Account #: ____________________ ☐ Pay at pick up

☐ Deliver to: ____________________ ☐ Will Pick Up ______________@ ______________

Number of Originals: __________ Number of Copies per Original: __________

☐ Show me a sample before completing job

☐ Standard: Black and White copy on White Paper printed Back to Back if more than one page

☐ Special: (Note: make sure you have approval from your Department Chairperson for these options)

☐ Print Single Sided ☐ Card Stock ☐ Paper ☐ Color ____________________

☐ Transparency ☐ Glossy Paper ☐ Tab

Finishing: ☐ Collate, but do not Staple ☐ Collate and Staple: ☐ One in Top Corner ☐ Two Down the Side

☐ Three Hole Punch ☐ Cut ____________________ (describe how)

☐ Folded _______ (tri, z, half, other) ☐ Glue into pads ☐ Enlarge/Reduce to ____________________

☐ Spiral Bound ☐ Cover: ☐ Clear ☐ Card Stock – Color ____________________ ☐ Cover Blank

☐ Booklet ☐ Final Size: ☐ 8.5 by 11 ☐ 7 by 8.5 ☐ 5.5 by 8.5 ☐ Cover Special ____________________

Special Instructions: ____________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

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Mailing: ☐ Add Permit ☐ Tabs ☐ Place in College Mailboxes ____________________ (which ones)

☐ Address Labels ____________________ (file name and location)

FOR COPY CENTER USE ONLY

Total Cost: $ ☐ Job Completed by: ____________________

CC2000-0805