

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: _____

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: _____