**ORDER REQUEST FORM**

*Please contact your FedEx Office Center to request more order forms. An electronic version of this order form is available on the BU info site at https://psg.kinkos.com/bu.*

**CONTACT INFORMATION**
- Requested by: .................................................................
- E-mail: ...........................................................................
- Tel: .............................................................................. Fax: ...........................................
- Today’s Date: .............................................. Time: ..................................
- Department: .......................................................................  

**BILLING INFORMATION**
- Department: ........................................................................
- Dept. Head/Principal Investigator: ...........................................
- Authorization: ........................................................................ Tel: ........................................ Fax: ...........................................

**JOB DESCRIPTION:**

**IS A PROOF REQUIRED?**  ○ NO  ○ YES - DATE DUE: ..........................  TIME DUE: ..........................  ○ am  ○ pm

**QUANTITY:**  
- # of Originals: ......................  
- # of Copies Needed: ......................  ○ One-sided  ○ Two-sided  ○ As-Is

**COPY COLOR:**  ○ Black & White  ○ Full Color  ○ Mixed Color/B&W

**PAPER SIZE:**  ○ 8.5 x 11 (Letter)  ○ 8.5 x 14 (Legal)  ○ 11 x 17 (Tabloid)  ○ Other ..........................................................  

**PAPER TYPE:**  ○ Plain  ○ Card/Heavyweight  ○ Transparency  ○ NCR(Carbonless)  # of Parts......................  ○ Other...................................................

**PAPER COLOR:**  ○ White  ○ Other (Color(s): ____________________ )

**FINISHING:**
-  ○ 3-hole Punch
-  ○ Staple (Indicate one)  ○ [ ]  ○ [ ]  ○ [ ]
-  ○ Laminate
-  ○ Cutting  
  (Finished Size: ____________________  # Finished Pieces: ______)
-  ○ Collate
-  ○ Slipsheet Separate
-  ○ Folding (Indicate one)  ○ In Half  ○ Tri-fold  ○ Z-fold  ○ Other: ......................  Final Folded Size: ____________________
-  ○ Binding (Indicate one)  ○ Comb  ○ Coil  ○ Tape  ○ Other: ____________________

**Covers:**  
  Front:  ○ Clear  ○ Frosted  ○ Black  ○ Navy Blue  ○ Cardstock (Color: ____________________ )
  Back:  ○ Clear  ○ Frosted  ○ Black  ○ Navy Blue  ○ Cardstock (Color: ____________________ )

* If you do not see a specific option listed, please call or email to check availability

**SPECIAL INSTRUCTIONS:**

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