



COPY CENTER ORDER FORM

Phone # 594-0222

Email: copycenter@pfsd.net

Rev. 5/15



PLEASE SUBMIT MATERIALS COPY READY — NO STAPLES

Black on white, correct size, no cut and tape, all originals needed included

Copy jobs will be printed on a first come first serve basis.

The Copy Center requires 4 BUSINESS days to guarantee completion.

FILL OUT ALL AREAS:

Campus/ Department _____ Extension _____

Name _____

Title of copy job _____

Date Submitted _____ Date Needed _____

Account code to be charged _____

Total # of Originals Sent _____ # of Copies Needed _____

CHECK ALL OF THE CHOICES BELOW THAT APPLY TO YOUR COPY ORDER

Copy one- sided ☐

Copy two- sided (duplex) ☐

3 Hole Punch ☐

Staple ☐

White Paper

8.5 X 11" Letter (\$0.006 each) ☐

8.5 x 14 Legal (\$0.01 each) ☐

11 x 17 Ledger (\$0.02 each) ☐

12 x 18 (\$0.05 each) ☐

Color Copies (\$0.06 per impression + cost of paper) ☐

Color Paper- Pastels (\$0.01 ea.)

Goldenrod ☐ Pink ☐

Light Blue ☐ Green ☐

Yellow ☐ Cherry ☐

Lilac ☐ Ivory ☐

Color Paper- Brights (\$0.02 ea.)

Fuchsia ☐ Red ☐

Green ☐ Salmon ☐

Orange ☐

Specialty Items

Coil Binding (\$0.22 - \$1.60 ea.) ☐

Transparencies (\$0.10 ea.) ☐

Cutting (straight cuts only - pricing varies) ☐

Padding (pricing varies) ☐

**Allow additional time for coil jobs.
Contact Copy Center for specific info**

Cardstock

White (\$0.022) ☐ Lunar Blue (\$0.055) ☐

Blue (\$0.035) ☐ Cherry (\$0.055) ☐

Canary (\$0.035) ☐ Gloss Text (0.06) ☐

Solar Yellow (\$0.055) ☐ Gloss Cover (\$0.07) ☐

Contact Copy Center for additional paper types and sizes offered

Collate Sets (all originals) - example below ☐



1, 2, 3, ...
1, 2, 3, ...
1, 2, 3, ...

Uncollate (individual pages) - example below ☐



1, 1, 1, ...
2, 2, 2, ...
3, 3, 3, ...

Special Instructions: _____

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