

# George Mason University

## SERVICE REQUEST ACCOUNT JOBS



Job No: \_\_\_\_\_ Operators Initials \_\_\_\_\_

<b>No. of Originals</b> #	<b>Copies per Set</b> #	<b>Stock:</b> <i>no color paper</i>
<u>                    </u>	<u>                    </u>	<input checked="" type="checkbox"/> White Bond
<u>                    </u>	<u>                    </u>	<input type="checkbox"/> Letterhead
<u>                    </u>	<u>                    </u>	<input type="checkbox"/> Color Bond
<u>                    </u>	<u>                    </u>	<input type="checkbox"/> Index
<u>                    </u>	<u>                    </u>	<input type="checkbox"/> Kilmory
<u>                    </u>	<u>                    </u>	<input type="checkbox"/> NCR 2part 3part
<u>                    </u>	<u>                    </u>	<input type="checkbox"/> Astro-brite
<u>                    </u>	<u>                    </u>	<input type="checkbox"/> Other
<u>                    </u>	<u>                    </u>	<input type="checkbox"/> Transparencies B/W Color

<b>Print:</b>	<b>Paper Size:</b>	<b>Scale to Fit:</b>	<b>Design Format:</b>	<b>Additional:</b>
<input type="checkbox"/> 1 Sided	<input type="checkbox"/> 8.5 x 11	<input type="checkbox"/> 8.5 x 11	<input type="checkbox"/> Calligraphy	<input type="checkbox"/> Exam Material
<input type="checkbox"/> 2 Sided	<input type="checkbox"/> 8.5 x 14	<input type="checkbox"/> 8.5 x 14	<input type="checkbox"/> Paste-Up	<input type="checkbox"/> Deliver
	<input type="checkbox"/> 11 x 17	<input type="checkbox"/> 11 x 17		<input type="checkbox"/> Color Copy
		<input type="checkbox"/> _____ per page		

<b>Finishing:</b>	<b>Binding:</b>	<b>Folding:</b>	<b>Misc:</b>
<input type="checkbox"/> No Collating	<input type="checkbox"/> Velo-Bind	<input type="checkbox"/> Letter Fold	<input type="checkbox"/> Laminate
<input type="checkbox"/> Collate No Staple	<input type="checkbox"/> Spiral-Bind	<input type="checkbox"/> Single Fold	<input type="checkbox"/> Pads
<input type="checkbox"/> Collate & Staple	<input type="checkbox"/> Thermal-Bind	<input type="checkbox"/> Accordion	<input type="checkbox"/> Envelopes
<input type="checkbox"/> Cut to size	<input type="checkbox"/> Cover-Bind	<input type="checkbox"/> Double Parallel (8.5 x 14 only)	<input type="checkbox"/> Rush Job (Int.)
<input type="checkbox"/> 3-Hole Punch	<input type="checkbox"/> Saddle-Stitch		<input type="checkbox"/> Fax
	<input type="checkbox"/> Shrink-Wrap		

<b>Further Instructions:</b>  <u>Please be specific</u>	<b>Print Center Use Only</b>	
	Copies _____ Color Paper _____ Index Paper _____ Special Paper _____ Transparencies _____ NCR _____ Make readies _____ Color Copies _____ Finishing Cost _____ Binding _____ Folding _____ Paste-up _____ Other _____ <b>Total Impressions:</b> _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ <b>Total Cost:</b> _____
<b>If the section below is incomplete, we will not start this service request.</b>		
Date Received: <u>DATE</u> Date Required: <u>At least 2th</u>		
Account No: <u>Get from FSO</u> Dept. <u>GSE</u>		
Name: <u>Your First + Last Name</u>		
Ext: <u>32040</u> MSN <u>483</u>		

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