

Print & Copy Job Order

Fill in white spaces and check boxes only. Clock in order.

**BARNARD
PRINT SERVICES**
212-854-2087
13 Milbank
printing@barnard.edu

Account or Organization Name	Contact Person	Phone
Barnard Account No.	Email	Date Required
Columbia Organization or Student Group	CU Group Acct No. (E-Form or Voucher required)	Credit/Debit Card

Xrx# _____

Stck1# _____

#Used _____

Stck2# _____

#Used _____

Fold _____

(1 side = 1 original; 2-sided page = 2 originals)

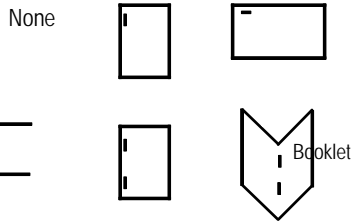
# b&w Originals	# b&w Copies	# Color Originals	# Color Copies	File Name
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Copy Output Specifications

Staple Specifications

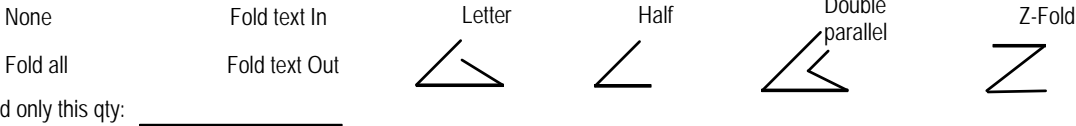
Special Finishing

1-sided Collate (1,2,3,...)
 2-sided Group (1,1,1...2,2,2...)
 Reduce Cut to Size: _____
 Enlarge Qty after cutting: _____



Tape Bind
 Velo Bind
 Comb bind
 Glue
 3 Hole Punch
 Crease
 Laminate

Folding



Surcharges:

Cut _____

Crse _____

Fold _____

Glue _____

Bind _____

Bklt _____

Lamin _____

Other _____

Paper Specifications (20#, 8½ x 11, except as noted. If not listed, fill in Main Paper section below.)

Standard White 1000	11x17 white 2000	Legal white 3000	24# blank letterhead	60# 11x17 white
Blue 1300	Canary 1400	Gold #1450	Cherry #1500	70# 11x17 white
Green 1900	Ivory 1200	Pink #1501	90# Indx Wh 1009	110# Indx Wh 1010

Color Copier Papers, Bright White

24#	28#	80# Cover	100# Cover	111# Coated Cover
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Main Paper	Description from Paper Guide	Stock #
Covers	Description from Paper Guide Front Cover Back Cover	Stock #

Special Instructions

Confidential Proof copy required Mailing or Distribution Requisition submitted

Total Surcharges



- Remove all staples and binding materials. Indicate if originals include paste-ups. Trim heavy dark edges from originals.
- Number originals on front or back, so job may be put in proper order in case of copier misfeeds.
- We do not copy from books & bound materials. Copyright items must include written permission(s).

Oper. _____

Date _____