

Department: _____ Contact person: _____ Ext.: _____

Account #: _____ Project title: _____

Date submitted: _____ Due date: ____/____/____ Approved by: _____

Is this job for a mailing? Yes No

Please check or fill out areas that apply to your job. Quantity: _____

Copies: One Sided Two Sided Collate and Not Staple

Collate and Staple like this:



Cutting Three Hole GBC Plastic Binding Laminating

Fold: In Half Letter Other: _____ Front Page Text: In Out

Carbonless: 2-Part 3-Part

Copy job(s) requests can be sent to the Processing Center in three ways: (1) via inter-office mail, (2) send an e-mail to Mary Jane at frohlimj@franklin Pierce.edu, or (3) arrange for a pick up. Deliveries will go out with the overnight mail in the afternoon.

SPECIAL INSTRUCTIONS		PROCESSING CENTER USE	
		Master Images: _____	
		Total Images: _____	
		Date In: _____ Date Out: _____	
		Specialty Items: _____	
		Quality Checked Performed by: _____	
Printer: _____	Waste: _____		

Send Attachments in an e-mail using one of the following applications:

Acrobat PDF Adobe InDesign Microsoft Publisher Microsoft Excel Microsoft Word

If you use any other application please call Mary Jane Frohlich at ext. 4091

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