

EOU Copy Center Service Request

Order _____

Date of request _____ Date needed _____
 Name _____ Phone number _____
 Department _____ Index code _____
 Number of originals _____ Number of copies _____

Please circle all that apply

BLACK/WHITE PRINT OR COLOR PRINT (white paper only)

PAPER SIZE & WEIGHT OPTIONS

PAPER COLORS

1-side	8.5x11	standard 20#	(all purpose)	white
back to back		cover stock	(all purpose)	blue
back reversed		bond 24#	(smooth finish)	buff
collate only		bond 28#	(smooth finish)	cherry
collate & staple		bond 32#	(smooth finish)	gray
cut		text 80#	(glossy finish)	green
fold	8.5x14	standard 20#	(all purpose)	ivory
3-hole punch		bond 28#	(smooth finish)	lilac
spiral bind	11x17	standard 20#	(all purpose)	pink
newsletter		text 80#	(glossy finish)	salmon
booklet	12x18	text 80#	(glossy finish)	tan
		PAPER PROVIDED		Yellow

Billing use only

Copies			
Staple			
Cut			
Fold			
3-hp			
Bind			
Newsletter			
Booklet			
Completed by	Completed date	Total cost	

08/04