



Knobloch Campus Center  
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DAVIDSON

Order date: \_\_\_\_\_

Due Date: \_\_\_\_\_

24 hour lead-time recommended

**ORDER INFORMATION**

Bill to:  
 Department: \_\_\_\_\_  
 Contact info: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Banner budget code: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Deliver to:  
 Department: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Building: \_\_\_\_\_  
 Phone: \_\_\_\_\_

I verify that this order is in compliance with Davidson College policy on the reproduction of copyrighted materials used in instruction and approve all charges for this order.

Central Services reserves the right to refuse to accept a copying or printing order if, in its judgement, fulfillment of the order would involve violation of the copyright law.

**COPYING SERVICES**

# of originals: \_\_\_\_\_ # of copies: \_\_\_\_\_  
 Paper Size: \_\_\_\_\_ Paper Style: \_\_\_\_\_  
 COLOR  8.5" X 11"  Transparencies  
 B&W  8.5" X 14"  Card stock  
 1-Sided  11" X 17" Color \_\_\_\_\_  
 2-Sided  3-Hole 1ST CHOICE \_\_\_\_\_  
 Enlarge to \_\_\_\_\_  Save job for more 2ND CHOICE \_\_\_\_\_  
 Reduce to \_\_\_\_\_ copies later.

Front Cover: Back Cover:  
 Print on Side One  Print on Side One  
 Print on Side Two  Print on Side Two  
 Leave Blank  Leave Blank  
 Color for covers: \_\_\_\_\_

Binding:  
 Tape bind  Spiral  Unibind

Stapling  
 Portrait Staple  2-sided Staple  Saddle stitch  
 Landscape staple  Shut (hand) staple

**Folding:**

Single 1/2  Letter  Z-fold  Double parallel

**Cutting:**

Cut size: \_\_\_\_\_ X \_\_\_\_\_ Total # Yield: \_\_\_\_\_

**Padding:**

\_\_\_\_\_ pads of \_\_\_\_\_  
 NCR: \_\_\_\_\_ Sets: \_\_\_\_\_ # Parts: \_\_\_\_\_

**Campus Mailing:**

Self Mailer  In Envelopes  Smart Mailed  
 Name & Address List: \_\_\_\_\_  
 Instructions: \_\_\_\_\_

**Stuffings:**

Faculty only  Faculty & Staff  As Addressed

**SPECIAL INSTRUCTIONS:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**For Central Services Use Only:**

Total Cost of Job: \_\_\_\_\_