

**Printing & Mail Services**  
**COPY CENTER REQUISITION**

ZIP 7000 • Phone: 9-4282 • Fax: 9-9020 • E-mail: print4u@unmc.edu

**OFFICE USE ONLY**

Job #:

Description:			Date Needed:
Department:			<input type="checkbox"/> Call me for pickup
Requestor's Name:	Phone #:	Fax #:	<input type="checkbox"/> Send to Mail Services*
Company/Cost Center #:		Today's Date:	<input type="checkbox"/> Deliver to: Bldg _____
Requestor's E-mail:			Rm # _____
			ZIP _____

Number of Originals: \_\_\_\_\_

Number of Copies Needed: \_\_\_\_\_

**SPECIAL NEEDS:**

- Color Copies
- Transparency
  - Black & White
  - Color

\* **MAILING:** If your material will be mailed off campus, please ask for consultation to insure best method and rate.

**COPY:**

- As Is
- Front Only
- Front and Back

**PAPER:**

- White
- Color: \_\_\_\_\_
- Other: \_\_\_\_\_

**SIZE:**

- 8½ x 11
- 8½ x 14
- 11 x 17
- Other: \_\_\_\_\_

**BINDERY / FINISHING:**

- Collate (gather in sets)
  - Recollate (gather multiple sets)
- Staple
- Drill – 3 holes
  - Other: \_\_\_\_\_
- Pad  50's  100's
- Book Binding
  - Spiral Binding
  - Tape (Adhesive)
  - \_\_\_\_\_
- Fold per Sample
- Label
- Tab Shut for Mailing

**OTHER INSTRUCTIONS:**

**COPYRIGHT WARNING**

Printing Services reserves the right to refuse to accept a requisition if, in its judgment, fulfillment of the order would involve violation of the United States copyright law (Title 17, United States Code). Printing Services will obtain copyright clearance upon request.

**Fax to: Printing Services 9-9020**