COMMUNICATIONS SERVICES

Duplicating

6351 MSB • ML 0584 • Phone: 513.558.2680 • Fax: 513.558.3616
G-44 HPB • ML 0573 • Phone: 513.558.8767 • Fax: 513.558.4120
007 McMicken Hall • ML 0043 • Phone: 513.556.3325 • Fax: 513.556.3434

Job # _____
Date In: _____
Due Date: _____
Completed: _____

1. Complete form
2. Press Send!
3. Attach print file to email

Send!

MMIS Client #: _ _ _ _

OR

* = required field

***Fund:** _ _ _ _ _ _ _ _

***Cost Ctr:** _ _ _ _ _ _ _ _ _ _

***Function:** _

Grant: _ _ _ _ _ _ _

Internal Order: _ _ _ _ _ _

***Dept:** _____

***Bldg:** _____ ***ML:** _____

***Contact:** _____

***Phone:** _____ **Fax:** _____

Pickup at ◯ **MSB** ◯ **HPB** ◯ **McMicken**

◯ **Deliver To** _____ **Building** _____ **Room**

#ORIGINALS:_____ **QUANTITY:**_____ **NAME OF MATERIAL:**_____

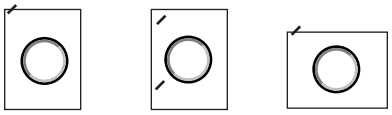
JOB SUBMITTED VIA: ☐ Disc ☐ Hard Copy ☐ E-mail ☐ Website ☐ On File ☐ Dup. Share

PAPER: Size_____ Color_____ Type_____

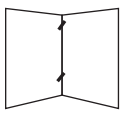
(Mark all that apply)

PLEASE NOTE: All copy work will be printed ***DOUBLE SIDED*** unless otherwise requested

☐ Black & White Copies	☐ Collated	☐ Laminated - light	☐ Coil Bind
☐ Full-Color Copies	☐ Single-Sided	☐ Laminated - heavy	☐ Comb Bind
☐ Mixed (B/W, color)	☐ Enlarged _____ %	☐ 3-Hole Punched	☐ Fastback Bind
	☐ Reduced _____ %	☐ Cut ____ X ____	☐ Velo Bind



Portrait Stapling | Double Stapling | Landscape Stapling



Booklet Stapling

8.5 x 11 ◯
or
11 x 17 ◯

Tri-Fold

Half-Fold

Letter-Fold

Front Cover - Color_____ **Back Cover** - Color_____

Slip Sheets _____ **Cut / Finished Size**_____

Inserts - Color_____ **Tabs** - # of Tabs per bank_____

Notes: _____