University of Alaska Anchorage

Copy Center

Moanday - Friday 8:00 AM - 5:00 PM • (907) 786-1134 • aycopy@uaa.alaska.edu

1 Customer Information

Date In _____ Time In _____

Date Due _____ Time Due _____

First Name _____ Last Name _____

Department _____

Org Number _____ Fund Number _____

Phone 1 _____ Phone 2 _____

Phone 3 _____ Fax _____

Email _____

2 Copy Specifications

Number of Copies _____ Number of Originals _____ ☐ Run Job Collated

Duplexing: ☐ One to One ☐ One to Two ☐ Two to One ☐ Two to Two ☐ Mixed

Impression Type: ☐ Black & White ☐ Full Color ☐ Mixed

3 File Information

☐ Hard Copy
☐ Web Submission
☐ Floppy or Other Media
☐ Email
☐ Aficio Hold Que
☐ MicroPress Que
☐ Copy Center Drop Box
☐ Other

Digital File Information _____

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4 Paper Selections

Please indicate either the seven digit paper code from the paper sample book or the size, weight, and color of the Paper.
Example: 0088999 or 8.5 x 11 text weight Cosmic Orange.

Paper Choice 1 _____

_____

Paper Choice 2 _____

_____

Paper Choice 3 _____

_____

Paper Choice 4 _____

_____

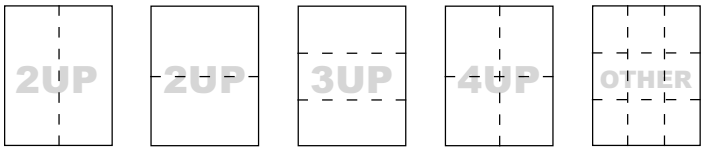
Paper Choice 5 _____

_____

If you have more then one paper selction, please indicate how each paper stock is to be used in your document.

5 Bindery Specifications

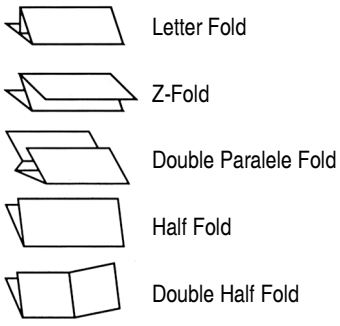
Cutting Opions:



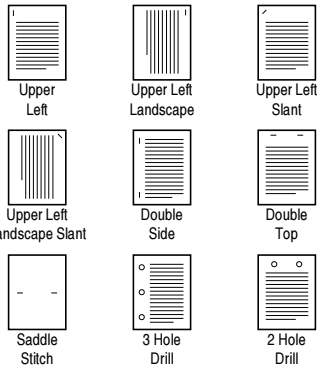
Pieces Per Page _____ Total Finished Pieces _____

Finished Width _____ Finished Height _____

Folding Opions:



Stapling & Drilling Options:



Binding Opions: ☐ Comb Bind ☐ Coil Bind ☐ Perfect Bind ☐ Tape Bind

Coil Bind Color _____

Miscellaneous: ☐ Shrink Wrap ☐ Laminate ☐ Padding

Sheets Per Pad _____

6 Miscellaneous

☐ Proof Requested ☐ Proof Aproved ☐ Proof Waived

Proof Approval or Waiver Signature _____

By Signing Here You Agree To The Waiver On The Reverse Side

When Finished:

☐ Call For Customer Pick-up ☐ Campus Mail Delivery ☐ UAA Mailroom Distribution ☐ Bulkmail or Mailout ☐ Book Store For Retail

Deliver To: (Must Be on Campus) _____

Additional Book Store Charge: _____

Mailout Info:

Mailing LIst File Name _____ ☐ Bulk Mail ☐ First Class

Copy Right Restrictions:

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☐ "Fair Use" ☐ Copyright Release Form Attached ☐ Copy Center Will Request Release Form

7 Special Instructions & Job Notes

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Copy Center Proof Release Agreement

The UAA Copy Center highly suggests you see a proof copy of your job. Please review your proof copy carefully, especially if your job is a digital print out. Your final job will look exactly as the proof does. The UAA Copy Center will not be responsible for any errors after final printing is authorized. These errors include but not limited to: spelling, layout, font problems, and image quality. Certain Microsoft programs, specifically MS Publisher have a high rate of errors including font changes and characters dropping of the end of lines, please look for these errors as well. You may choose to waive your proof, however you will be responsible for any errors that occur and this is not recommended for any job except those which are extremely simple and are run from hard copy originals.

Copy Center Use Only

Service or Product	Quantity	Price	Line Total

Job Total: