



1 CUSTOMER INFORMATION

DATE IN _____ TIME IN _____
 DATE DUE _____ TIME DUE _____
 FIRST & LAST NAME _____
 DEPARTMENT _____
 ORG # _____ FUND # _____
 PHONE 1 _____ PHONE 2 _____
 FAX _____
 EMAIL _____

2 COPY/PRINT SPECIFICATIONS

JOB NAME _____
 Digital Printing 1:1 1:2 2:2 As Is Offset Printing
 QUANTITY _____ NUMBER OF ORIGINALS _____
 Black & White Full Color Mixed
 Pantone Color (PMS) _____
 PROOF REQUESTED PROOF WAIVED
 SIGNATURE _____ DATE _____

DELIVERY PREFERENCE

Call for Pick Up Intercampus Mail Bookstore Resale

3 PAPER SELECTION

Please indicate the size, weight, and color of your paper preference.

PAPER CHOICE 1 _____
 PAPER CHOICE 2 _____
 PAPER CHOICE 3 _____

4 BINDERY OPTIONS

Cutting Finished Width _____ x Finished Height _____
 Folding Single Fold Letter Fold Z-Fold Double Parallel Fold
 Staple Upper Left
 Saddle Stitch
 Binding Comb Bind Coil Bind
 3 Hole Drill
 Laminate _____
 Padding/Sheets per pad _____
 Shrink Wrap
 Other _____

5 DESIGN

Design
 Digital Manipulation
 Other _____

6 LARGE FORMAT PRINTING

Black & White Full Color
 FINISHED SIZE _____
 PAPER TYPE _____ FINISHES _____
 Draft Quality Gloss Lamination
 Heavyweight Bond Matte Lamination
 Photo Gloss Foam Core Mount
 Photo Dull Frame Edging _____

LAMINATION WAIVER

The UAA Copy and Print Center and its staff assume no responsibility for the condition of a lamination or mounting operation on customer provided materials. Customers are cautioned that lamination distortion can occur resulting in damage to the original documents that cannot be reversed. Customers who desire their documents laminated with the understanding that the Copy & Print Center and its staff will not be held accountable must sign below.

SIGNATURE _____ DATE _____

7 BULK MAIL

MAILING LIST LOCATION _____
 NUMBER OF MAILING PIECES _____
 MAIL TYPE First Class
 Bulk
 Non-Profit
 Other _____

8 SPECIAL INSTRUCTIONS

9 COPYRIGHT AGREEMENT

The copyright law of the United States (Title 17, US Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified by law, an individual is allowed to reproduce a copyrighted work for the purposes of comment, criticism, teaching, scholarship or research. In determining whether a reproduction falls under this Fair Use doctrine, the purpose and substantiality of the reproduction, nature of the original work and effect upon the market or value of the copyrighted work, must be taken into account. Since this doctrine generally falls into a legally indeterminate region, it is at the discretion of the UAA Copy & Print Center staff whether or not a reproduction can be considered Fair Use. Otherwise, a copyright release form will be requested and required for any reproduction of copyrighted work.

SIGNATURE _____ DATE _____