Print Center

"your imaging source"

PHONE 503-977-4670
FAX 503-977-4900

Section of Department
*(Please complete specific **section** of Department for proper billing)*

Account # *(Must be in full)*

Title of job being printed *(also file # if known)*

Date *In* *Needed* *Time*

Requestor *(Please print)* **Phone #** **Fax #**

No. Originals **No. Copies**

(DELIVER TO) Campus **Bldg.** **Rm.**

Finished Copy
- ☐ One Side ☐ Front & Back
- ☐ Tumble

Copyright permission

(Signature) _____

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material. Photocopies or other reproductions can be furnished only under certain conditions, if they will be used solely for private study, scholarship, or research. Use of the reproduction for other purposes may make the user liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law.

Paper Color
- ☐ White ☐ Ivory ☐ Gray
- ☐ Pink ☐ Canary ☐ Blue
- ☐ Green ☐ Lilac
- ☐ Buff ☐ Salmon
- ☐ Other _____

Special Instructions:

Paper Stock
- ☐ Bond ☐ Astro ☐ Cover
- ☐ Index Other _____

Finished Size
- ☐ 8 1/2 x11 ☐ 8 1/2 x14
- ☐ 11 x17 ☐ 8 1/2 x51/2

Carbonless - No carbon required
- ☐ 2 part ☐ 3 part ☐ 4 part
- ☐ 5 part ☐ Other _____

Bindery
- ☐ Collate
- ☐ Staple
- ☐ 3-hole
- ☐ Pad
- ☐ Trim
- ☐ Saddle Stitch
- ☐ Fold (how?) _____
- ☐ Brad
- ☐ Stacks
- ☐ Wrap
- ☐ Tape
- ☐ Coil
- ☐ GBC/Spiral

Graphics
- ☐ OCR Scan
- ☐ Graphic Scan
- ☐ Braille Scan
- ☐ PDF Convert
- ☐ Web Page Design

Contracted Services
- ☐ Outside Plates
- ☐ Outside Printing
- ☐ Outside Bindery

Other _____

_____

OFFICE USE ONLY

- ☐ Syl ☐ SE ☐ Cap Ctr ☐ Central Pdx ☐ Metro
- ☐ Cas ☐ RC ☐ Storeroom

- ☐ **Will call at Sylvania** **Date** _____ ☐ **AM** ☐ **PM**
- ☐ **Delivered**
- ☐ **Mailed**

Office Use Only

Copy#	Cost
Press#	Cost
Est#	
Operator	Impressions
Date	Units

Press
- ☐ 9880 ☐ 775 ☐ 1250

Plates

Itek Metal Computer

_____ _____ _____

- ☐ Work & Turn
- ☐ Multiples of _____
- ☐ Colored Ink _____
- ☐ Wash up _____

Paper Stock

Wt & Color	Quantity

Bindery
- ☐ Collate ☐ Trim
- ☐ Staple ☐ Pad
- ☐ Predrill ☐ Stacks
- ☐ Drill ☐ Fold
- ☐ Wrap ☐ Brad

Graphics

Prep Units _____

Design Units _____

Revisions/Units _____

Total Units _____

Designer _____

Date To Press _____

Date Completed _____

Distribution: White-Billing Canary-Pick up Pink-Customer