

This form is provided for your convenience but is not required.
 Feel free to e-mail all necessary details of your job to us at printservices@fitchburgstate.edu
 Print Services is happy to offer 24 hour turnaround on most copy jobs.

Department*: _____ Bill to*: _____

Contact*: _____ Faculty Member: _____ Ext.: _____

Project Title*: _____ FOAPAL for * items: _____

Date Submitted to Print Services*: _____ Due Date*: _____

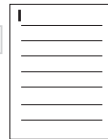
This copy project complies with all copyright laws, will be used strictly for Fitchburg State University, and will not be resold.

HIGH SPEED BLACK & WHITE COPYING

No. of Pages Submitted: _____ Total Quantity Needed: _____

Print on:

Staple like this...
 Do NOT Staple



8.5" x 11" Booklet
 11" x 17" Booklet
 Booklet Square Fold

Standard Text Color (8 1/2" x 11"):

Larger Sizes & Preprinted:

Standard Cover Color (8 1/2" x 11"):

Cover should be on:

Alternative Color Stock (11x17 or smaller):

Other/Note: _____

OTHER REQUESTS

Document Scanning: e-mail file to: _____ as a Acrobat PDF MS Word (OCR)

Clean up extra toner (done as time allows—copyright laws apply): e-mail PDF to: _____

Color Copying*: Large Format Poster*: A-frame size Other (6 ft wide max.)

SPECIAL INSTRUCTIONS

Three Hole Drill **Fold** (Text In) **Fold** (Text Out) **Other Fold** (explain) **Laminate**

GBC Binding **Spiral Binding** **Perfect Binding** **Grommets** (note how many and where needed)

Jobs are delivered by Materials Management once completed unless otherwise specified.

* FOAPAL number required prior to copying **Items in green may add turn-around time.**

*** Required Fields**

** If Outlook fails to attach file using this button 'save as' name file and attach manually.