Print

Print & Copy Job Order

Fill in white spaces and check boxes only. Clock in order.

Submit

Account or Organization Name	Contact Person	Phone
Barnard Account No.	Email	Date Required
Columbia Organization or Student Group	CU Group Acct No. (E-Form or Voucher required)	Credit/Debit Card ☐

(1 side = 1 original; 2-sided page = 2 originals)

# b&w Originals	# b&w Copies	# Color Originals	# Color Copies	File Name

Copy Output Specifications

☐ 1-sided ☐ Collate (1,2,3,...)

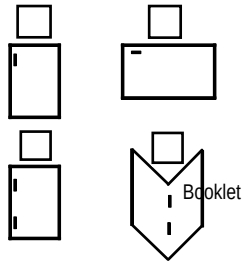
☐ 2-sided ☐ Group (1,1,1...2,2,2...)

☐ Reduce Cut to Size: _____

☐ Enlarge Qty after cutting: _____

Staple Specifications

☐ None



Special Finishing

☐ Tape Bind
☐ Velo Bind
☐ Comb bind
☐ Glue
☐ 3 Hole Punch
☐ Crease
☐ Laminate

Folding

☐ None ☐ Fold text In ☐ Letter ☐ Half ☐ Double parallel ☐ Z-Fold

☐ Fold all ☐ Fold text Out

Fold only this qty: _____

Paper Specifications

(20#, 8½ x 11, except as noted. If not listed, fill in Main Paper section below.)

☐ Standard White 1000 ☐ 11x17 white 2000 ☐ Legal white 3000 ☐ 24# blank letterhead ☐ 60# 11x17 white

☐ Blue 1300 ☐ Canary 1400 ☐ Gold #1450 ☐ Cherry #1500 ☐ 70# 11x17 white

☐ Green 1900 ☐ Ivory 1200 ☐ Pink #1501 ☐ 90# Indx Wh 1009 ☐ 110# Indx Wh 1010

Color Copier Papers, Bright White

☐ 24# ☐ 28# ☐ 80# Cover ☐ 100# Cover ☐ 111# Coated Cover

Main Paper	Description from Paper Guide			Stock #
Covers	Description from Paper Guide	☐ Front Cover	☐ Back Cover	Stock #

Special Instructions

☐ Confidential ☐ Proof copy required ☐ Mailing or Distribution Requisition submitted

- Remove all staples and binding materials. Indicate if originals include paste-ups. Trim heavy dark edges from originals.
- Number originals on front or back, so job may be put in proper order in case of copier misfeeds.
- We do not copy from books & bound materials. Copyright items must include written permission(s).

BARNARD
PRINT SERVICES
212-854-2087
13 Milbank
printing@barnard.edu

Xrx# _____

Stck1# _____

#Used _____

Stck2# _____

#Used _____

Fold _____

Surcharges:

Cut _____

Crse _____

Fold _____

Glue _____

Bind _____

Bklt _____

Lamin _____

Other _____

Total Surcharges

Oper. _____

Date _____