



Donnelly Hall #115 • Phone 845.575.3000, x2145 • Fax 845 471-6213 • [copy.center@marist.edu](mailto:copy.center@marist.edu)

Click here for instructions 

Push here to reset form

**Print Production Order Form**

Job Name \_\_\_\_\_ Exam or Quiz?  Y  N  
Ordered by \_\_\_\_\_ Date Ordered \_\_\_\_\_ Date Needed \_\_\_\_\_  
Department \_\_\_\_\_ Phone \_\_\_\_\_ Account # \_\_\_\_\_  
Person Authorizing Job \_\_\_\_\_

**Originals**

My originals are: Provided as \_\_\_\_\_ Name of File \_\_\_\_\_  
No. of Originals \_\_\_\_\_ No. of Multiples Up: \_\_\_\_\_ No. of Copies Ordered \_\_\_\_\_  
Sides: My Originals are \_\_\_\_\_ My Copies will be \_\_\_\_\_ Type of Copy \_\_\_\_\_

**Paper**

Weight: \_\_\_\_\_ Bond & Text: \_\_\_\_\_ Cover: \_\_\_\_\_ Special \_\_\_\_\_  
Size: \_\_\_\_\_ Color:  White  Color \_\_\_\_\_  Brites \_\_\_\_\_  
Carbonless: \_\_\_\_\_ No. of sets \_\_\_\_\_

**Finishing**

Binding:  Spiral/Color \_\_\_\_\_  Perfect bind \_\_\_\_\_  Saddle Stitch \_\_\_\_\_  
Staple:  In corner  Along edge  
Add Cover  Front  Back Color \_\_\_\_\_  
Folding: \_\_\_\_\_  
Trimming: To final size \_\_\_\_\_  Centered with \_\_\_\_\_ inch borders  
Padding:  25 sheet pads  50 sheet pads  \_\_\_\_\_ sheet pads  
Laminating: \_\_\_\_\_

**Special Instructions**

Please provide any special instructions here:

Push here to submit form