

Rapid Copy Job Request
Business Administration B26
Ph: 442-3245 Fax: 442-3329
www.albany.edu/rapidcopy

DATE: _____ ACCT#: _____

DEPARTMENT: _____

BLDG/RM: _____ PH: _____

Requested By: _____ Pick-up____ Deliver _____

Title/Course #: _____

Authorized Signature: _____

- Copies: B+W Copies Color Copies Single Sided As Is (1:1)
Originals _____ Single to Double (2-sided)
Copies (X) _____ Double Sided As Is
Total Run (=) _____ Booklet (8.5x11 - 11x17)

Paper Color/Stock: _____

Paper Size ___ 8 ½ x 11 ___ 8 ½ x 14 ___ 11 x 17

Check (☑) all job specifications that apply:

- Collate Only Cut to _____
 Collate + Corner Staple (finished size)
 Collate + 2 Side Staple Fold ___(Z) ___(C) ___(Booklet)
 2 Spine Staple(Booklet) Drill _____# Holes
 Strip Binding/Color _____ Spiral Binding _____
 Print on Strip _____ Laminates # _____
 Transparency Black (or) Color
 Additional Special Instructions on Back

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