

General Job Order Form

Name:
MCAD Username:
Dept. (if applicable):

Submitted *(Staff Initial)*
Date:
Time:

Needed by *(24 hrs from submitted)*
Date:
Time:

B&W Copy/Print Color Copy/Print Scanning Full-Service Inkjet Print

Copy/Print *(Please note: we cannot make copies directly from books)*

Pgs in Original

Copies

1 sided printing

Paper Type:

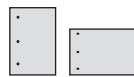
2 sided printing

Warning Concerning Copyright Restrictions
Use of this form and related services constitutes your acknowledgement of the Copyright Restrictions Notice printed on the back of this form.

Staple



Hole Punch



Fold/Staple



Half-Fold



Tri-Fold



Scan *(Files will be emailed to you within 30 minutes)*

Color B&W TIFF PDF

Resolution (dpi): 200 300 400 Return Original?



We require a completed Fair Use Attribution Form for all copy and scan orders of copyrighted materials.



Special Instructions:

Please pay attention to our standard turnaround times.

All bulk production requests should be scheduled in advance, and are subject to a turnaround time of 5 business days.

Completed:

Staff Initials:

Date:

Total Pages:

Total Cost:

\$

Paid?



Notice!

Warning concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

STANDARD TURNAROUND TIMES

Same Day

Basic BW Prints+Copies
Basic Color Laser Prints+Copies
Self-serve Epson prints
Oce prints, copies, and scans
Simple trimming/cutting

24 Hours

All binding and finishing services
-Perfect bound books
-Booklets
-Wire/velo bound books
-Bulk trimming/cutting
-Staple bound packets/books
-*\$10 RUSH Fee for under 24 hour turnaround*
High volume BW + Color laser prints+copies
Custom laser print requests (specialty paper, alignment, etc.)

48 Hours

Banner Prints
-*\$20 RUSH Fee for under 48 hour turnaround*
Vinyl and Paper cutting (no weeding)
Full Service Epson prints
1 or 2 Color Risograph Prints (add 24 hours for each additional color)

72 Hours

Fully weeded and taped vinyl cutting
Risograph booklet (added to print turnaround time)
Alumni print requests

5 Days*

All bulk production requests
-More than 100 copies/prints
-More than 25 booklets
-More than 5 bound books (Perfect, velo, wire)
-More than 10' of banner prints

*Business days

Please contact us regarding any bulk or high volume needs as soon as possible to discuss a production schedule. Times are subject to change based on current production volumes, and staff and resource availability.

