



University of Illinois  
College of Medicine at Peoria

**Notice:**

Any project consisting of 100 or more total copies that is not submitted two full work days prior to the date it is needed will be charged a "Late Notice Charge" of 50% of the total cost. Print shop hours 8:00a.m. to 5:00 p.m.

**Operator Use Only**

**Duplication Order**

Job No.

Account No.

Requester

Department

Date Submitted

Date Needed

**INSTRUCTIONS**

Print

Gray Scale

Color

Double Side

Pad

Fold

Staple

Cutting

Punch

Binding

NCR

Scanning

Padding

Fold Style

Staple Location

Punch Style

Binding Style

NCR Type

**Special Instructions**

**To Be Completed By Operator**

Originals

Copies Gray Scl.

Sum

Copies Color

Sum

Staples

Sum

Folding

Sum

Cutting

Sum

Binding

Sum

Padding

Sum

Punch

Sum

Collate

Sum

Special Paper

Sum

Editing

Sum

Other

Sum

Less 2-Sided

Sum

Less Paper

Sum

50% Late Charge

Sum

**TOTAL**

No. of Originals

Copies Needed