



THE UNIVERSITY OF ILLINOIS COLLEGE OF MEDICINE
 PEORIA CHICAGO ROCKFORD URBANA

Operator Use Only

Duplication Order

Job No.

Account No.

Requester

Department

Date Submitted

Date Needed

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.

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	<input type="text"/>		
Copies Gray Scl.	<input type="text"/>	Sum	<input type="text"/>
Copies Color	<input type="text"/>	Sum	<input type="text"/>
Staples	<input type="text"/>	Sum	<input type="text"/>
Folding	<input type="text"/>	Sum	<input type="text"/>
Cutting	<input type="text"/>	Sum	<input type="text"/>
Binding	<input type="text"/>	Sum	<input type="text"/>
Padding	<input type="text"/>	Sum	<input type="text"/>
Punch	<input type="text"/>	Sum	<input type="text"/>
Collate	<input type="text"/>	Sum	<input type="text"/>
Special Paper	<input type="text"/>	Sum	<input type="text"/>
Editing	<input type="text"/>	Sum	<input type="text"/>
Other	<input type="text"/>	Sum	<input type="text"/>
Less 2-Sided	<input type="text"/>	Sum	<input type="text"/>
Less Paper	<input type="text"/>	Sum	<input type="text"/>
50% Late Charge	<input type="text"/>	Sum	<input type="text"/>

TOTAL

No. of Originals

Copies Needed

SAVE*

* in printer dropdown menu, choose Save as PDF