

**UT SYSTEM**

**Standard Turnaround Time - 24 Hours**

Today's Date / Time: \_\_\_\_\_  
Requested By: \_\_\_\_\_  
Department: \_\_\_\_\_

Date / Time Required: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cost Center: \_\_\_\_\_

Customer P/U  Deliver

**JOB DESCRIPTION**

Number of Pages Per Original: \_\_\_\_\_

Number of Copies / Sets: \_\_\_\_\_

**Standard Copies:**

- 8.5 x 11
- 8.5 x 14
- 11 x 17
- Reduce \_\_\_\_\_ Enlarge \_\_\_\_\_

**B&W:** \_\_\_\_\_

**Color:** \_\_\_\_\_

- Copy As Is
- Copy Double-Sided 1-2
- Copy Two to One 2-1
- Collated Only

- Collated and Stapled
- Horizontal Staple
- Slanted Staple
- Staple Top Right \_\_\_\_\_ Left \_\_\_\_\_

**Paper:**

- Standard
- 3 Hole

- Color Paper: (circle one)  
Yellow Blue Pink Green Ivory  
Orange Grey Goldenrod Purple

- Cardstock: (circle one)  
White Ivory Grey Black

**Finishing Services:**

- Tape Binding:  
Black \_\_\_\_\_ White \_\_\_\_\_ Blue \_\_\_\_\_
- Spiral Coil Binding: Color \_\_\_\_\_
- Comb Binding: Color \_\_\_\_\_
- 11 X 17 Folded  
2 Staples in the center (Magazine)

- Rebind Original
- Tabs: Number \_\_\_\_\_ Alpha \_\_\_\_\_  
Custom - (Submit PDF Format)  
Portrait \_\_\_\_\_ Landscape \_\_\_\_\_
- Lamination - 8.5 X 11 Only
- Large Drawings: 18 X 24 \_\_\_\_\_ 24 X 36 \_\_\_\_\_

- Covers:  
Front \_\_\_\_\_ Back \_\_\_\_\_  
Black \_\_\_\_\_ White \_\_\_\_\_  
Clear \_\_\_\_\_
- Folding:  
Letter \_\_\_\_\_ Z Fold \_\_\_\_\_

**Special Request / Services:** \_\_\_\_\_

Sample Approved by Customer (please initial): \_\_\_\_\_

**COPY CENTER USE ONLY**

Date Received: _____	Initials: _____
Meter Start: _____	Meter End: _____
Total Billable Impressions: _____	Waste: _____
Services / Comments: _____	
Operator Initials: _____	Date/Time Completed: _____
	QC'd by: _____
	On Time: Y or N

**OVERTIME AUTHORIZATION (RICOH/FM USE ONLY)**

Approx. Hours Needed _____	Amount per Hour: _____
Total Cost: _____	Authorized Signature: _____