

Mack Print Center

email: mackprint@merrimack.edu

Name: _____ Department: _____
 Extension: _____ Account Code: _____

Date & Time Needed: _____ Date & Time Completed: _____

DELIVERY/PICKUP INFORMATION

Customer Pickup Hand Deliver to (bldg/room): _____

Merrimack Employees are responsible for not copying copyrighted material without permission of the copyright owner and adhering to the restrictions that the copyright owner has placed on the copyrighted material. Employees are responsible for obtaining permission from and giving proper credit to the source of any material directly quoted or otherwise used in any text prepared by the employee for distribution, presentation, or publication.

COPY INFORMATION

Paper Original Electronic File: Word Excel Power Point PDF

No. of Originals Submitted: _____ Single Sided Double Sided

No. of Copies Needed: _____ Single Sided Double Sided
 Collated (pages kept in order)

BLACK & WHITE COLOR POSTER

Reduce: _____ % Enlarge: _____ %

Paper Size: _____ Poster Size: _____

PAPER STOCK

Customer Stock

Standard Paper 20lb

- White Pink
- Blue Yellow
- Green Ivory
- Gray Goldenrod
- Cherry Salmon
- Other _____

White Paper

- 28lb White
- 32lb White
- 80lb White
- 100lb White

Color Stock 65lb

- White Yellow
- Blue Sky Blue
- Green Red
- Ivory Orange
- Lime Pink
- Other _____

Other

- NCR (carbonless copy)
- No. of Pgs: 2 3 4
- Transparency

FINISHING

- Fold (please provide sample) Cut 3-Hole Punch Laminate
- Slipsheet (sheet between pages): Tabs (customer supplied) Between Sets
- Staple: Portrait Landscape Saddle Stitch (stapled in the fold)
- Binding: GBC (plastic comb binding)
- Front/Back Cover: Clear Black Cardstock - Color _____ Customer Stock

SPECIAL INSTRUCTIONS

OUR GOAL IS 100% SATISFACTION. If for any reason you are dissatisfied with your copy work, please communicate that to us, so we may serve you better in the future. Call Mack Print Center at x-5317.

CHARGES: \$ _____ Copying + \$ _____ Finishing = TOTAL FINAL COST: \$ _____