## ORDER INFORMATION

**Bill to:**
Department: ____________________________
Contact info: __________________________

Phone: ________________________________
Banner budget code: ____________________

**Signature:** __________________________

I verify that this order is in compliance with Davidson College policy on the reproduction of copyrighted materials used in instruction and approve all charges for this order.

**Central Services reserves the right to refuse to accept a copying or printing order if, in its judgement, fulfillment of the order would involve violation of the copyright law.**

## COPYING SERVICES

**# of originals:** ______
**# of copies:** ______

**Paper Size:**
- ☐ COLOR 8.5" X 11"
- ☐ B&W 8.5" X 14"
- ☐ 1-Sided 11" X 17"
- ☐ 2-Sided 3-Hole

**Paper Style:**
- ☐ Transparencies
- ☐ Card stock
- ☐ Color 1ST CHOICE
- ☐ Color 2ND CHOICE

**Folding:**
- ☐ Single 1/2
- ☐ Letter
- ☐ Z-fold
- ☐ Double parallel

**Cut size:** ______ X ______

**Padding:**
- ______ pads of ______

**Campus Mailing:**
- ☐ Self Mailed
- ☐ In Envelopes
- ☐ Smart Mailed

**Name & Address List:** ____________________________

**Instructions:** ____________________________

**Stuffings:**
- ☐ Faculty only
- ☐ Faculty & Staff
- ☐ As Addressed

**SPECIAL INSTRUCTIONS:**
- ____________________________

**Total Cost of Job:** ____________________________

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**Order date:** ____
**Due Date:** ____
24 hour lead-time recommended