

# Stamper's Mail and Copy Center

227 Bowen-Thompson Student Union | Phone: 419-372-9633



Required Date: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

AreaOrg/P00: \_\_\_\_\_

Email: \_\_\_\_\_

Deliver To: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Hold for Pickup at Stamper's (Union)  
Rush Order (Add \$20.)

<b>Copies</b>	# of Originals:	Paper Color:
	# of Copies:	Cover Color:
	Paper Size: 8½x11 8½x14 11x17	Stock:
	Duplication: One-Sided Two-Sided	Description:
	Color: Yes No	

<b>Services</b>	BGSU08 (Invoices, 3 part, 50/PK): \$15.00 QTY	Scans: QTY (\$0.75 per scan)	
	BGSU09 (Fee Waiver Child/Spouse, 50/PK): \$5.00 QTY		
	BGSU10 (Fee Waiver Exp. Authorization, 50/PK): \$5.00 QTY		
	BGSU12 (Campus Mail Envelope, 500/BX): \$10.00 QTY		
	Carbonless Forms: Two-Part QTY Three-Part QTY Four-Part QTY (White/Yellow/Pink/Goldenrod) 8½ x11 8½ x14		

<b>Finishing</b>	Collate: None Yes				
	Folding: None Letter Z-Fold Half Label Fold				
	Staple: None Corner Saddle Center Bookstyle				
	Binding: None Spiral Backbone Bag Heat Seal Tape				
	Cutting: Describe:				
	Lamination: Describe:				
	Reduce or Enlarge: Finished Size:				
	Special Instructions:				

Signature Upon Delivery/Pickup \_\_\_\_\_ Date \_\_\_\_\_

Operator \_\_\_\_\_ Machine \_\_\_\_\_ Total # of Printed Pages \_\_\_\_\_

Order Filled By \_\_\_\_\_ Cost \_\_\_\_\_