

2518 Guadalupe: Mon - Fri 8:30 AM - 5:30 PM Sat 10:00 AM - 4:00 PM (512) 482-0779 • jenns2@io.com

2200 Guadalupe:

Mon - Fri 8:30 AM - 5:30 PM (512) 473-8669 • jenns@io.com

Customer Information _____ Time In ___ ______ Time Due __ _____Last Name ____ Department ___ Phone — _____ Email ___ **Copy Specifications** ____ Number of Originals ______ Run Job Collated Number of Copies ____ Duplexing: fronts only front and back Mixed Impression Type: Black & White Full Color Mixed **File Information** Hard Copy Digital File Information ____ Web Submission CD or Other Media Email Other Please indicate either the seven digit paper code from the paper **Paper Selections** sample book or the size, weight, and color of the Paper. Example: 0088999 or 8.5 x 11 text weight Cosmic Orange. Paper Choice 1 ___ Paper Choice 3 ____ Paper Choice 4 Paper Choice 5 ___ If you have more then one paper selction, please indicate how each paper stock is to be used in your document. Jenn's Copy and Binding Proof Release Agreement Jenn's Copy highly suggests you see a proof copy of your job. Please review your proof copy carefully, especially if your job is a digital print out. Your final job will lookexactly as

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5	Bindery Specifications

Cutting Options:











Finished Width Finished Height Folding Options: Stapling & Drilling Options: Letter Fold Upper Left Landscape Slant Z-Fold Upper Left Landscape Slant Double Parallel Fold Upper Left Landscape Slant Double Half Fold Saddle Silde Top Double Half Fold Perfect Bind Color Coll Bind Color Miscellaneous: Shrink Wrap Laminate Padding Sheets Per Pad 6 Miscellaneous Proof Requested Proof Aproved Proof Walved Proof Aproval or Walver Signature By Signing Here You Agree To The Walver Below When Finished: Call For Customer Delivery Deliver To: Copy Right Restrictions: The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other to burnsh a photocopy or reproduction for productions of these specified conditions is that the photocopy or reproduction for proposes here than photocopy or reproduction for proposes in excess of fair use: "that user may be lable for copyright inforement. The institution reserves the right to refuse to accept a copyring order if, in its judgement, furfilment of the order woold involvidation of copyright law. Not Applicable Frair User Copyright Release Form Attached Jenn's will obtain copyright clearance.	Pieces Per Page	Total Finished Piec	es	
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Z-Fold Double Parallel Fold Double Parallel Fold Double Parallel Fold Double Half Fold Double Half Fold Double Half Fold Saddle 3 Hole 2 Hole Drill Double Half Fold Coil Bind Color Miscellaneous: Shrink Wrap Laminate Padding Sheets Per Pad Miscellaneous Proof Requested Proof Aproved Proof Waived Proof Approval or Waiver Signature By Signing Here You Agree To The Waiver Below When Finished: Call For Customer Campus Deliver To: Copy Right Restrictions: The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorize to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is no be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later use a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involved than one of the production of the served of a copyright Release Form Attached Jenn's will obtain copyright clearance.	Folding Options:	Stapling & Dr	illing Optior	ıs:
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Half Fold Double Half Fold Double Half Fold Double Half Fold Saddle Siltich Bind Color Saddle Siltich Bind Color Coil Bind Color Miscellaneous: Shrink Wrap Laminate Padding Sheets Per Pad By Signing Here You Agree To The Waiver Below When Finished: Call For Customer Campus Deliver To: Copy Right Restrictions: The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorize to turnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction to be "used for any purpose other than private study, scholarship, or research, if a user makes a request for, or later use a photocopy or reproduction for purposes in excess of 'fair use,' that user may be liable for copyright Infringement. The institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involviolation of copyright law.	Z-Fold			
Half Fold Double Half Fold Saddle Siltch Siltch Drill Binding Options: Comb Bind Coil Bind Color Coil Bind Color Miscellaneous: Shrink Wrap Laminate Padding Sheets Per Pad By Signing Here You Agree To The Waiver Below When Finished: Call For Customer Pick-up Campus Delivery Deliver To: Copy Right Restrictions: The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorize to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later use a photocopy or reproduction for purposes in excess of 'fair use,' that user may be liable for copyright infringement. In institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involviolation of copyright law. Not Applicable Fair User Copyright Release Form Attached Jenn's will obtain copyright clearance	Double Parallel Fold	Upper Left	Double	Double
Saddle 3 Hole 2 Hole Drill Binding Options: Comb Bind Coil Bind Perfect Bind Coil Bind Color	Half Fold			Тор
Coil Bind Color	Double Half Fold			
Shrink Wrap Laminate Padding Sheets Per Pad 6 Miscellaneous Proof Requested Proof Aproved Proof Waived Proof Approval or Waiver Signature By Signing Here You Agree To The Waiver Below When Finished: Call For Customer Campus Pick-up Delivery Deliver To: Copy Right Restrictions: The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or oth reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorize to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is no be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later use a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. Thinstitution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involviolation of copyright law. Not Applicable Fair Use" Copyright Release Form Attached Jenn's will obtain copyright clearance.	Binding Options: Comb Bind Coil	Bind Perfect Bine	d	
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