

1 Customer Information

Date In _____ Time In _____
 Date Due _____ Time Due _____
 First Name _____ Last Name _____
 Department _____
 PO # _____ Phone _____
 Fax _____ Email _____

2 Copy Specifications

Number of Copies _____ Number of Originals _____ Run Job Collated

Duplexing: fronts only front and back Mixed

Impression Type: Black & White Full Color Mixed

3 File Information

Hard Copy Web Submission CD or Other Media Email Other

Digital File Information _____

4 Paper Selections

Please indicate either the seven digit paper code from the paper 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 2 _____

 Paper Choice 3 _____

 Paper Choice 4 _____

 Paper Choice 5 _____

If you have more than one paper selection, 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 look exactly as the proof does. Jenn's Copy will not be responsible for any errors after final printing is authorized. These errors include but not limited to: spelling, layout, font problems, and image quality. Certain Microsoft programs, specifically MS Publisher have a high rate of errors including font changes and characters dropping of the end of lines, please look for these errors as well. You may choose to waive your proof, however you will be responsible for any errors that occur and this is not recommended for any job except those which are extremely simple and are run from hard copy originals.

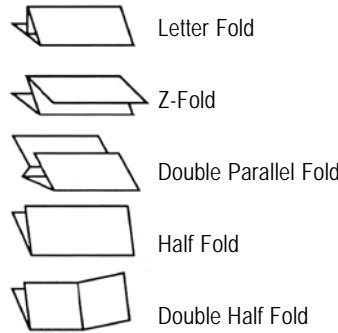
5 Bindery Specifications

Cutting Options:

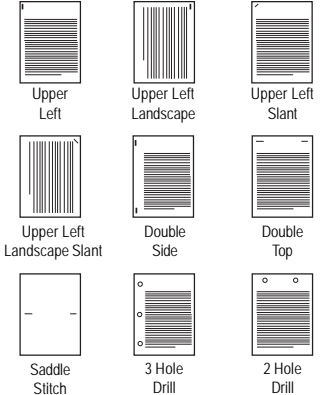


Pieces Per Page _____ Total Finished Pieces _____
 Finished Width _____ Finished Height _____

Folding Options:



Stapling & Drilling Options:



Binding Options: Comb Bind Coil Bind Perfect Bind
 Coil Bind Color _____

Miscellaneous: Shrink Wrap Laminate Padding
 Sheets Per Pad _____

6 Miscellaneous Proof Requested Proof Approved Proof Waived

Proof Approval or Waiver Signature _____
 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 authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, 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 involve violation of copyright law.

Not Applicable "Fair Use" Copyright Release Form Attached Jenn's will obtain copyright clearance

7 Special Instructions & Job Notes

