

**EXAM**   
 (Please Check Here)



# SACRED HEART UNIVERSITY

**Duplicating Center  
Use Only**

Record # \_\_\_\_\_

## Duplicating Center

<b>Today's Date</b> _____	<b>Account #</b> _____
<b>Date Needed</b> _____	<b>Department Name</b> _____
<b>Time Needed</b> _____	<b>Requester</b> _____
<b># of Originals</b> _____	<b>Telephone #</b> _____
<b># of Copies</b> _____	

(Note: All items in this section **MUST** be filled in.)

Please Select Paper (Circle Paper Weight & Color)

**8 1/2 x 11** Standard Weight Card Stock 3 Hole

**Available Colors**

Blue **Green** **Ivory** Salmon  
 Buff **Gray** Orchid **White**  
 Canary Goldenrod Pink

(Note: Bold colors are available in both standard & card stock.)

**8 1/2 x 14** Standard Weight

**11 x 17** Standard Weight Card Stock

**Gray Ivory White**

**Carbon Forms**

2 Ply  3 Ply

**Will Supply Own Paper**

**Transparencies**

Black & White

Color

Collate

Uncollate

2 Sided

Staple

Circle Type

Fold (Tri-Fold)

Saddle Stitch

Reduce to Fit

Enlarge to Fit

Inserts

Tabs

**Duplicating Center Use Only**

Xerox 5900

Digital Xerox DC490

Color Copier

Risograph

**Binding**

Heat  
Black Blue Red

Comb

Clear Cover  Back Cover  
Maroon Black Blue

**Distribution Rates**

Resident Students \$25.00

Full Faculty \$5.00

Full Staff \$10.00

Faculty & Staff \$15.00

**Additional Instructions**

**Job Cost**

\_\_\_\_\_

**Staff Initials**

**Person Accepting Job**