

1 - Client Information

Requested by, Department, & Telephone Extension must be completed even if the delivery instructions (see #9) are the same.

Authorized Signature area is to protect your departmental budget lines. Please make sure that this is completed to verify the user is allowed to use the budget line for the forthcoming job.

**2 - Billing Information
(Concerns Payment Options)**

A **Department Charge (AKA "Budget Line")** must be supplied with the request. The job cannot be finished without this information. The budget line must be complete. You cannot supply some numbers and leave out others.

**3 - Specifications
(Concerns details of the Job)**

The **Project Title** should be as descriptive as possible. This item is used to enable us to respond to your phone inquiries and vague descriptions usually translate to vague answers and long hold times.

Originals refers to each single sided sheet of paper that you submit. A double sided sheet of paper counts as "2" originals. Using this logic, a huge course pack could not possibly be "1 original."

Copies / Cards - Please do not forget to fill this out. We cannot make the specified number of copies if they are not...specified. If you want cards made, circle cards and enter the number of cards you would like.

The **Prints** box is quite simple: Check "1 Sided" if your copies will be one sided and "2 Sided" for double sided copies. "As Is" refers to those rare jobs that have both double sided and single sided sections. It refers to the sides of the originals NOT other job features.

Paper Selection - Check the first box if you want standard 20 lb., white copy paper. Circle "Other" and write in an appropriate color and/or weight for other stock. The **Cover** box should be used for cover stock information.

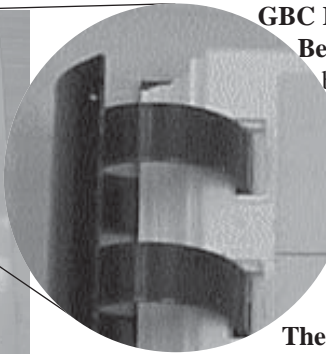
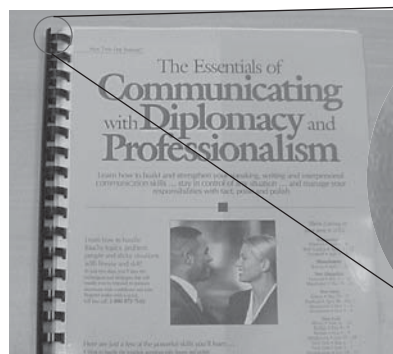
4 - Binding & Finishing

Fold to Size - Usually set to "Letter" for memos and stuffed letters. Other options include "Half" and "Z Fold." "Copy In" means that none of the print on the letter will be visible when folded. "Copy Out" means the opposite...strangely enough.

Collate/Staple - Sets will separated by staples.

Saddle Stitch - Used for booklets, this option consists of output being folded in half and stapled along the spine.

GBC Plastic Combs (Pictured Below W/ Closeup) - Used for books this requires that the paper be punched along one margin and fitted with the plastic equivalent of the old spiral bound notebook.



Thermal Binding (Pictured Below W/ Closeup) - Used for books this

PRINTING SERVICE REQUISITION
 FORDHAM DUPLICATING CENTER AT ROSE HILL
 PHONE: (718) 817-4918 FAX: (718) 817-4925
 FORDHAM DUPLICATING AT LINCOLN CENTER
 PHONE: (212) 636-6048 FAX: (212) 636-7950
 FORDHAM WESTCHESTER DUPLICATING
 PHONE: (914) 367-3045 FAX: (914) 367-3047

Note: Jobs without date required or marked "ASAP" will be assigned a date based on the current production schedule

1 CLIENT INFORMATION
 REQUESTED BY (NAME) - PLEASE PRINT DEPARTMENT TELEPHONE AUTHORIZATION SIGNATURE

2 BILLING INFORMATION *Please fill out completely. No request can be released without a Department Charge.*
 FUND ORG ACCOUNT PGM

3 SPECIFICATIONS
 PROJECT TITLE OR DESCRIPTION
 ORIGINALS COPIES / CARDS PRINTS
 PAPER SELECTION [] 8 1/2 X 11 20# WHITE OTHER: [] COVER (SIZE, WEIGHT, COLOR):

4 BINDING AND FINISHING
 [] FOLD TO SIZE [] COPY IN [] COPY OUT
 [] COLLATE & STAPLE [] CUT TO SIZE
 [] SADDLE STITCH [] PUNCH HOLES
 [] GBC PLASTIC COMBS [] PADS (# SHEETS PER PAD)
 [] THERMAL BINDING [] STUFFING / MAILING (SEE BELOW)
 [] OTHER (SPECIFY):

5 DESIGN SERVICES
 [] ARTWORK PROVIDED [] DESIGN / LIMITED TYPESETTING
 [] FILE PROVIDED - FILE NAME APPLICATION
 [] PROOF TO CLIENT

6 COPYRIGHT CLEARANCE
 IF MATERIAL TO BE COPIED IS FROM A MAGAZINE OR BOOK, HAVE YOU RECEIVED A COPYRIGHT CLEARANCE RELEASE?
 [] YES [] NO SIGNATURE

7 ADDRESSING / MAILING
 [] FIRST CLASS (# PIECES) (Requires mail requisition form)
 [] CAMPUS MAILING (CHOOSE CAMPUS)
 [] ALL [] ROSE HILL [] LINCOLN CENTER [] WESTCHESTER
 CHOOSE CAMPUS MAILING DISTRIBUTION:
 [] LABELS PROVIDED [] FACULTY [] PART-TIME [] ADJUNCTS
 [] ADMINISTRATION [] PART-TIME [] CLERICAL [] PART-TIME
 [] MAINTENANCE [] PART-TIME [] JESUITS

8 SPECIAL INSTRUCTIONS

9 DELIVERY INSTRUCTIONS
 [] CALL FOR PICK-UP DEPT. CONTACT: PHONE #
 [] DELIVERY REQUESTED BUILDING ROOM
 RECEIVED BY (SIGNATURE) DATE / /

NOTE: IT IS THE CLIENT'S RESPONSIBILITY TO KEEP A COPY OF ALL ORIGINALS AND REVISIONS SUBMITTED TO FORDHAM'S DUPLICATING CENTER.

JOB NO. Operator Supervisor TOTAL \$

FO 3313P (Rev. 08/11)

NOTE:

Date Requested - You must provide a date by which you expect your job to be delivered. Any job marked "ASAP" will be assigned a date based on the current production schedule of the shop.

5 - Design Services

Artwork Provided - Check this box if you submitted a photograph or graphic when you submitted the requisition.

Design / Limited Typesetting - We offer limited typesetting and design services. Ask FDC personnel about our capabilities.

File Provided - If a file was submitted with the requisition, please provide its name and application.

Proof Requested - To have a sample of your job delivered to you before we actually run it, check here.

6 - Copyright Release

To have Copyrighted materials reproduced at FDC, YOU MUST check "Yes" and provide your SIGNATURE.

For Course Packs, Please see the Barnes & Noble Manager!

7 - Addressing / Mailing

First Class (# of Pieces) - Means the resulting job will be sent via USPS. You will need a separate Mail Requisition for that purpose.

Campus Mail - is checked off for a job being printed and mailed internally. Choose the appropriate campus or "All" to send your mailing to the right recipients.

Distribution - Check the different employee positions to reach your target audience. There is no such designation as "Budget Administrators", "Deans", or "Directors". We also do not produce Student mailings.

8 - Special Instructions

Use this space for any additional information you have to supply.

9 - Delivery Instructions

Please help us get your job to you as soon as possible by giving us a clear shipping address. Use "Call for Pickup" as sparingly as possible, as we have very limited holding space, especially during peak times.

requires that sets have a black tape strip on the left margin.

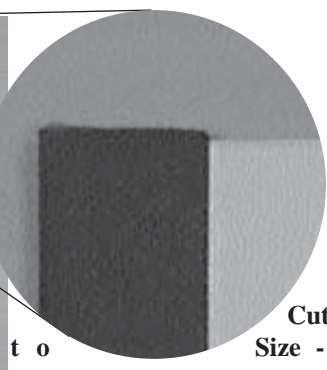
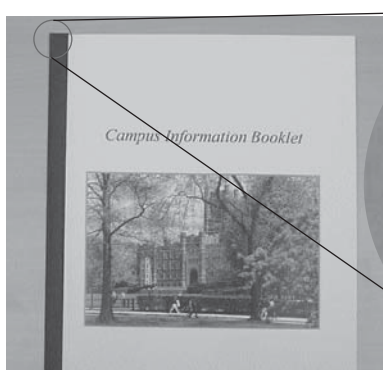
Hmmmmmmmmmm?

Punch Holes - Three hole punch is standard, but we accommodate other requests with a sample.

Pads (# of Sheets per) - usually they come 50 or 100 sheets. Sizes vary. Enter the size in Cut to Size.

Stuffing/Mailing - Tells us that the job will be put into envelopes etc. Envelopes should be provided unless prior arrangements are made.

Other - Any request or combination of requests that are not covered in the above options.



How to use the "Printing Service Requisition"