

PHILADELPHIA UNIVERSITY

DUPLICATING CENTER: COPYING AND DISTRIBUTION INSTRUCTION FORM

TODAY'S DATE: ____/____/____

DEPARTMENT _____

ACCOUNT TO BE CHARGED _____ - _____ - _____

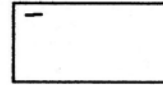
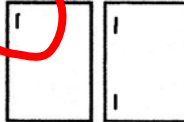
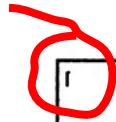
CONTACT PERSON _____ EXT. _____

NUMBER OF PAGES/SHEETS: _____

NUMBER OF COPIES: _____

STAPLED? ____ NO ____ YES

PLEASE CIRCLE ONE



MAGAZINE
60 PAGES MAX
PLEASE CALL

ONE SIDED ____ OR TWO SIDED ____

NEED TO BE FOLDED? ____ YES ____ NO

** COLOR PAPER TO BE PRINTED ON, BE SPECIFIC: _____

DATE NEEDED ____/____/____ MOST JOBS COMPLETED IN 24 HOURS, BE SPECIFIC!

GROUP(S) TO BE SENT TO -- PLEASE NOTE ALL STUDENTS DO NOT HAVE MAILBOXES:

- _____ RETURN TO DEPARTMENT
- _____ FACULTY ONLY (PLEASE ADDRESS TO FACULTY)
- _____ ADMINISTRATION / STAFF
- _____ RESIDENT STUDENT MAILBOXES
- _____ RESIDENT AND DAY COMMUTER MAILBOXES
- _____ THE COMMUNITY: ALL EMPLOYEES AND STUDENT MAILBOXES

_____ OTHER, SPECIFY: _____

PLEASE ATTACH ORIGINAL TO THIS FORM AND SEND TO THE DUPLICATING CENTER. IN MOST CASES , THOSE IN BY 3:00P.M. WILL BE DELIVERED THE NEXT DAY; MAGAZINE AND FOLDING MAY NEED ADDITIONAL TIME. **FOR THIS SERVICE TO OPERATE AT AN EFFICIENT LEVEL WE ASK THAT YOU REQUEST A MINIMUM OF 50 COPIES OF ONE ORIGINAL OR A MINIMUM OF 20 SETS OF A MULTI-PAGE DOCUMENT.** IF YOU HAVE ANY QUESTIONS, PLEASE CALL EXT. 2982.

PLEASE ALLOW 2 - 3 DAYS FOR STUDENT MAILBOX MAILINGS

SPECIAL INSTRUCTIONS: _____

** PAPER COLORS AVAILABLE -WHITE, BLUE, YELLOW, SALMON, TAN, GOLD, PINK, CHERRY, GRAY, GREEN, & IVORY