

Three Rivers Community College

copycenter@trcc.commnet.edu

Copy Center (XT 59029)

Folding and/or Mailing Request

Requested By: \_\_\_\_\_ Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date/Time Submitted: \_\_\_\_\_ Date/Time Required: \_\_\_\_\_
(Please allow 3 business days for all folding jobs)

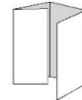
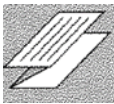
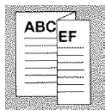
NUMBER OF COPIES: \_\_\_\_\_ Collated \_\_\_ Uncollated \_\_\_ (If uncollated, placed in separate stacks?) \_\_\_\_\_

Booklet Binding: Small (5.5 x 8.5) \_\_\_\_\_ Large (8.5 x 11) \_\_\_\_\_ Hard cover: \_\_\_\_\_

Numbered pages: Yes (top or bottom) \_\_\_\_\_ (centered, left, right) \_\_\_\_\_ or No \_\_\_\_\_

Other instructions: \_\_\_\_\_

Folded: Z-fold \_\_\_ Tri-fold In \_\_\_ Tri-fold Out \_\_\_ Double Parallel \_\_\_ Gate \_\_\_ Half-fold \_\_\_\_\_



Multi-paper Fold: Half-fold \_\_\_\_\_ Tri-fold In \_\_\_\_\_

Mail

Envelopes (circle one): Window or Non-Window How Many envelopes in total: \_\_\_\_\_

How Many Sheets per Envelope: \_\_\_\_\_ (If more than 1 sheet please indicate the sequence)

Are there Any Inserts (i.e. envelope or brochure): \_\_\_\_\_

After Stuffing (circle one): Mailed Out Directly or Returned To: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Special Options

Color Paper: Blue: \_\_\_\_\_ Yellow: \_\_\_\_\_ Pink: \_\_\_\_\_ Green: \_\_\_\_\_ Ivory: \_\_\_\_\_

Special Paper: 8.5 x 14 (legal) \_\_\_ 11 x 17 \_\_\_ Card Stock (heavier): 8.5 x 11 \_\_\_ 11 x 17 \_\_\_\_\_

Copy Center Staff Use Only

Completed By: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Date Notified: \_\_\_\_\_ By Phone: \_\_\_\_\_ By Email: \_\_\_\_\_