

Requested by (name) _____

Telephone Number _____

Date Work Submitted _____

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Date Work Needed _____

(ASAP unacceptable)

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☐ Check here if your job needs to be mailed inter-campus by the Simon Fraser Student Society, please note only orders shipped to all SFU campuses are free.

☐ Order will be picked up or ☐ Deliver to: Building _____ Room # _____

PRINTING & PHOTOCOPYING

Please check all that are applicable

☐ in B&W

☐ in Colour

☐ Thesis/Dissertation

☐ Large Format Poster Printing _____

(size)

Banner Printing ☐ Vertical with stand 33" x 78 3/4"



☐ Horizontal with grommets 36" x 96"





Special Instructions _____

PAPER - Fill in completely (If you do not fill in a colour, it will be printed on white) If you are unsure please contact the staff at the Copy Centre either by telephone 778-782-3186 or email: copycentre@sfss.ca

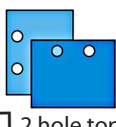


	Item Electronically Sent Filename	Quantity required	Paper size 8.5 x 11 - Letter, 8.5 x 14 - legal, 11 x 17 - tabloid or 12 x 18	specify paper or cardstock	Description / Colour please specify 1 sided or 2 sided
1					
2					
3					



FINISHING Check all that apply:

Fold (type): ☐  Centre-fold ☐  Brochure fold

Staple: ☐  ☐  ☐  ☐ 

Cutting type: _____ eg. business card, postcard, leaflets

Hole Punch: ☐ 2 hole side  ☐ 2 hole top  ☐ 3 hole 

Type of Binding: ☐  Coil Bind ☐  Hard cover (Thesis)

SFSS CLUBS, DSUs, FACULTIES & AFFILIATES check list:

Name of group: _____ ☐ Is the document saved as a PDF, JPEG, PNG?

Funding source: operating departmental funds # _____ ☐ Have you included the SFSS logo and placed it prominently?

☐ core ☐ resource funds ☐ grant ☐ trust ☐ SFSS Clubs approved by the SFSS General Office staff?

Total approved: _____ ☐ Additional charges _____

For Copy Centre use only

Job Number _____

Date _____

Total Cost \$ _____

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Printing \$ _____

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Summary
of order _____
