



*This form is to be used by Instructors, Program Directors, and Staff to order program materials.*

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date of request: \_\_\_\_\_

Date order is due: \_\_\_\_\_

### PRINTING INSTRUCTIONS

Hard copy provided     Electronic files provided

Name of Job: \_\_\_\_\_  New job     Job on file     Job on file, needs changes

Number of pages: \_\_\_\_\_    Number of copies needed: \_\_\_\_\_

<b>Print on:</b>	<b>Print as:</b>	<b>Paper size:</b>	<b>Paper type:</b>	<b>Paper color:</b> _____
<input type="checkbox"/> One side	<input type="checkbox"/> Black & White	<input type="checkbox"/> 8.5x11" (Letter)	<input type="checkbox"/> Plain	
<input type="checkbox"/> Both sides	<input type="checkbox"/> Color	<input type="checkbox"/> 8.5x14" (Legal)	<input type="checkbox"/> Cardstock	
<input type="checkbox"/> As is	<input type="checkbox"/> As is	<input type="checkbox"/> 11x17" (Tabloid)	<input type="checkbox"/> Digital smooth (default for color copies)	
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	

**Document cover**    Paper Type: \_\_\_\_\_    Paper color: \_\_\_\_\_

**Section dividers**    Paper Type: \_\_\_\_\_    Paper color: \_\_\_\_\_

### FINISHING INSTRUCTIONS

Check all that apply

<b>Sort:</b>	<b>Staple:</b>	<b>Fold:</b>	<b>Bind:</b>	<b>Misc:</b>
<input type="checkbox"/> Collate	<input type="checkbox"/> Corner	<input type="checkbox"/> Half fold	<input type="checkbox"/> 3-Hole Punch	<input type="checkbox"/> Cut/trim
<input type="checkbox"/> Stack	<input type="checkbox"/> Booklet	<input type="checkbox"/> Letter fold (Z)	<input type="checkbox"/> Coil (black plastic)	<input type="checkbox"/> Shrinkwrap
				<input type="checkbox"/> Laminate
				<input type="checkbox"/> Number pages

### ADDITIONAL INSTRUCTIONS/NOTES

**Complete this form and email it to [mtechinvoices@avidbill.com](mailto:mtechinvoices@avidbill.com)**  
**DO NOT submit print files to Avid! Email them to [copycenter@mtec.edu](mailto:copycenter@mtec.edu)**