UNIVERSITY OF KENTUCKY DUPLICATING SERVICES DUPLICATING - JOB ORDER REOUEST

l l					Voucher No.					
	CHARGE ACCOUNT NU	MBER			RECEIVED	Date				
ACCT.#	OBJ CODE	USER CO	CODE		BY POSTAL		Time:			
					SERVICES:	Perso	on:			
CUSTOMER DA			PERGOL		- CET				DITOLIE	
DATE SUBMITTED	DATE REQUIRE	ED	PERSON	TO CONTA	.CT			+	PHONE	
DEPARTMENT	l .	J.		ROOM & B	UILDING				SPEED SC	ORT
SUBJECT OF MAT	PEDIAT									
Must be Comple										
		7								
NUMBER ORIGINA	AT YOU WANT DONE ALS COPIES EACH 7	L TYPE, COI	LOR, SIZI	E PAPER				HOLE I	PUNCH	PAD
COLLATE STAPLE	CUT FOLD		PUNCH ON BACE	& SPIRAL	REDUCE TAPE BIN	ID	LAMINATE	4		
	ble on 8.5 x 11 and 8.5 x 14		ON BACI	<u> </u>	TAFEBI	עו		1		
SPECIAL INSTR	LICTIONS							_		
<u>n ECIAL INSTR</u>	100110									
			DO NO	T WDITE	DEL OW THIS I	INIE				
					BELOW THIS I	LINE				
OPR	OPR OP	R	OPR	OPR	OPR		OPR	OPR	OPR	
		R	OPR		OPR	LINE I.PUNCH			OPR	T.BIND
OUPLI COI		R PAD	OPR	OPR	OPR FOLD I	I.PUNCH			IND	T.BIND
OUPLI COI	LL STAPLE	R PAD	OPR	OPR	OPR FOLD I	I.PUNCH	PUNCH	BI	AM	
OUPLI COI	ITEM & SIZE MASTERS, WHITE	R PAD	OPR	OPR	OPR FOLD I	L.PUNCH	PUNCH ITEM & SIZE CUT	BI	AM \$	IOUNT
OUPLI COI	ITEM & SIZE MASTERS, WHITE MASTERS, COLORED	R PAD	OPR	OPR	OPR FOLD I	UAN	PUNCH ITEM & SIZE CUT CUT SET UP	BI	AM \$\$	IOUNT
OUPLI COI	ITEM & SIZE MASTERS, WHITE MASTERS, COLORED MASTERS, FURNISHEI	R PAD	OPR G	OPR	OPR FOLD I	UAN	PUNCH ITEM & SIZE CUT CUT SET UP FOLD	BI	AM \$\$\$\$\$\$	IOUNT
OUPLI COI	ITEM & SIZE MASTERS, WHITE MASTERS, COLORED	PAD	OPR AMOUNT	OPR	OPR FOLD I	UAN	PUNCH ITEM & SIZE CUT CUT SET UP	BI	AM \$\$\$\$\$\$	IOUNT
OUPLI COI	ITEM & SIZE MASTERS, WHITE MASTERS, COLORED MASTERS, FURNISHEI	PAD	OPR G	OPR	OPR FOLD I	UAN	PUNCH ITEM & SIZE CUT CUT SET UP FOLD	BI	AM \$\$\$\$\$\$\$	IOUNT
OUPLI COI	ITEM & SIZE MASTERS, WHITE MASTERS, COLORED MASTERS, FURNISHEI PAPER, WHITE,	PAD PAD PAD	OPR AMOUNT	OPR	OPR FOLD I	UAN	PUNCH ITEM & SIZE CUT CUT SET UP FOLD FOLD SET UP	BI	AM \$\$\$\$\$\$\$	IOUNT
OUPLI COI	ITEM & SIZE MASTERS, WHITE MASTERS, COLORED MASTERS, FURNISHEI PAPER, WHITE, PAPER, COLORED	PAD PAD PAD	OPR	OPR	OPR FOLD I	UAN	PUNCH TTEM & SIZE CUT SET UP FOLD FOLD SET UP PUNCH 1-2-3-4-5-	BI	AM \$ \$ \$ \$ \$ \$ \$	IOUNT
OUPLI COI	ITEM & SIZE MASTERS, WHITE MASTERS, COLORED MASTERS, FURNISHEI PAPER, WHITE, PAPER, COLORED PAPER, FURNISHED MAKE READIES & REDUC	PAD PAD CTIONS	OPR	OPR	OPR FOLD I	H.PUNCH	PUNCH ITEM & SIZE CUT SET UP FOLD FOLD SET UP PUNCH 1-2-3-4-5- SPIRAL PUNCH SPIRAL SIZE	BI	AM \$ \$ \$ \$ \$ \$ \$	IOUNT
OUPLI COI	ITEM & SIZE MASTERS, WHITE MASTERS, COLORED MASTERS, FURNISHEI PAPER, WHITE, PAPER, COLORED PAPER, FURNISHED MAKE READIES & REDUCT CARDS	PAD PAD CTIONS	OPR OPR OPR OPR OPT	OPR	OPR FOLD I	UAN	PUNCH ITEM & SIZE CUT CUT SET UP FOLD FOLD SET UP PUNCH 1-2-3-4-5- SPIRAL PUNCH SPIRAL SIZE SPIRAL BIND	BI	AM	IOUNT
OUPLI COI	ITEM & SIZE MASTERS, WHITE MASTERS, COLORED MASTERS, FURNISHEI PAPER, WHITE, PAPER, COLORED PAPER, FURNISHED MAKE READIES & REDUCT CARDS COVERS	PAD PAD CTIONS	OPR	OPR	OPR FOLD I	UAN	PUNCH ITEM & SIZE CUT CUT SET UP FOLD FOLD SET UP PUNCH 1-2-3-4-5- SPIRAL PUNCH SPIRAL SIZE SPIRAL BIND TAPE - SIZE	BI	AM \$ \$ \$ \$ \$ \$ \$ \$	IOUNT
UPLI COI	ITEM & SIZE MASTERS, WHITE MASTERS, COLORED MASTERS, FURNISHEI PAPER, WHITE, PAPER, COLORED PAPER, FURNISHED MAKE READIES & REDUCT CARDS COVERS DIVIDER SHEETS	PAD PAD CTIONS	OPR OPR OPR OPT	OPR	OPR FOLD I	H.PUNCH UAN	PUNCH ITEM & SIZE CUT CUT SET UP FOLD SET UP PUNCH 1-2-3-4-5- SPIRAL PUNCH SPIRAL SIZE SPIRAL BIND TAPE - SIZE TAPE - BIND	BI	AM S_	IOUNT
OUPLI COI	ITEM & SIZE MASTERS, WHITE MASTERS, COLORED MASTERS, FURNISHEI PAPER, WHITE, PAPER, COLORED PAPER, FURNISHED MAKE READIES & REDUCT CARDS COVERS	PAD PAD CTIONS	OPR	OPR	OPR FOLD I	H.PUNCH UAN	PUNCH ITEM & SIZE CUT CUT SET UP FOLD FOLD SET UP PUNCH 1-2-3-4-5- SPIRAL PUNCH SPIRAL SIZE SPIRAL BIND TAPE - SIZE	BI	AM S_	IOUNT
UPLI COI	ITEM & SIZE MASTERS, WHITE MASTERS, COLORED MASTERS, FURNISHEI PAPER, WHITE, PAPER, COLORED PAPER, FURNISHED MAKE READIES & REDUCT CARDS COVERS DIVIDER SHEETS	PAD PAD CTIONS	OPR OPR OPR OPT	OPR	OPR FOLD I	I.PUNCH UAN	PUNCH ITEM & SIZE CUT CUT SET UP FOLD SET UP PUNCH 1-2-3-4-5- SPIRAL PUNCH SPIRAL SIZE SPIRAL BIND TAPE - SIZE TAPE - BIND	BI	AM S_	IOUNT
OUPLI COI	ITEM & SIZE MASTERS, WHITE MASTERS, COLORED MASTERS, FURNISHEI PAPER, WHITE, PAPER, COLORED PAPER, FURNISHED MAKE READIES & REDUCT CARDS COVERS DIVIDER SHEETS COLLATE	PAD PAD CTIONS	OPR OPR OPR OPR OPT	OPR	OPR FOLD I	H.PUNCH UAN	PUNCH ITEM & SIZE CUT CUT SET UP FOLD SET UP PUNCH 1-2-3-4-5- SPIRAL PUNCH SPIRAL SIZE SPIRAL BIND TAPE - SIZE TAPE - BIND LAMINATE	BI	AM S_	IOUNT
OUPLI COI	ITEM & SIZE MASTERS, WHITE MASTERS, COLORED MASTERS, FURNISHEI PAPER, WHITE, PAPER, COLORED PAPER, FURNISHED MAKE READIES & REDUC CARDS COVERS DIVIDER SHEETS COLLATE COLLATE (2 SIDED)	PAD PAD CTIONS S S S S S S S S S S S S	OPR	OPR	OPR FOLD I	H.PUNCH UAN	PUNCH ITEM & SIZE CUT CUT SET UP FOLD SET UP PUNCH 1-2-3-4-5- SPIRAL PUNCH SPIRAL SIZE SPIRAL BIND TAPE - SIZE TAPE - BIND LAMINATE	BI	AM S_	IOUNT
DUPLI COI	ITEM & SIZE MASTERS, WHITE MASTERS, COLORED MASTERS, FURNISHEI PAPER, WHITE, PAPER, COLORED MAKE READIES & REDUCT CARDS COVERS DIVIDER SHEETS COLLATE COLLATE (2 SIDED) STAPLE 1-2-3	PAD PAD CTIONS	OPR	OPR	OPR FOLD I	H.PUNCH UAN	PUNCH ITEM & SIZE CUT CUT SET UP FOLD SET UP PUNCH 1-2-3-4-5- SPIRAL PUNCH SPIRAL SIZE SPIRAL BIND TAPE - SIZE TAPE - BIND LAMINATE	BI	AM S_	IOUNT

_____(Customer's signature)

Received by: X

Date: