



**MERRIMACK
COLLEGE**

Mack Print Center

email: mackprint@merrimack.edu

Extension: 5317

Name: _____ Department: _____

Extension: _____ Account Code: _____

Cell Phone (Optional): _____

Date & Time Needed: _____ Date & Time Completed: _____

Merrimack Employees are responsible for not copying copyrighted material without permission of the copyright owner and adhering to the restrictions that the copyright owner has placed on the copyrighted material. Employees are responsible for obtaining permission from and giving proper credit to the source of any material directly quoted or otherwise used in any text prepared by the employee for distribution, presentation, or publication.

COPY INFORMATION

Paper Original Electronic File: Word Excel Power Point PDF

No. of Originals Submitted: _____ Single Sided Double Sided

No. of Copies Needed: _____ Collated (pages kept in order)

BLACK & WHITE COLOR POSTER

Paper Size: _____ Poster Size: _____

Paper Selection

- 20lb Paper
- 28lb Paper
- 32lb Paper
- 80lb Card Stock
- 100lb Card Stock

PAPER STOCK

Other

- NCR (carbonless copy)
- No. of Pgs: 2 3 4

Customer Supplied Stock

Adhesive-Backed Paper

FINISHING

Fold (please provide sample) Cut 3-Hole Punch Laminate Foamboard Mounting Magnet

Slipsheet (sheet between pages): Tabs (customer supplied)

Staple: Single Saddle Stitch (2 staples in the fold)

Binding: GBC (plastic comb binding)

Front/Back Cover: Clear Black Cardstock - Color _____ Customer Supplied Stock

SPECIAL INSTRUCTIONS

OUR GOAL IS 100% SATISFACTION. If for any reason you are dissatisfied with your copy work, please communicate that to us so we may serve you better in the future. Call Mack Print Center at x-5317.

CHARGES: \$ _____ Copying + \$ _____ Finishing = TOTAL FINAL COST: \$ _____