

COPY CENTER CHARGE FORM

University of Houston-Clear Lake
 2700 Bay Area Boulevard, Box 300, Houston, Texas 77058
 (281) 283-2220 www.uhcl.edu/operations
 FAX: (281) 283-2219 Email files to: ColorPrint@uhcl.edu

Job number: _____
 Date received _____
 Date completed _____
 Copier: B/W Color

Job Description _____ Department _____ Box no. _____ Ext. _____
 Requested by _____ Bldg./Rm. # _____ Date needed _____

*Required

*Speed Type	Fund	Dept ID	Program	Proj/Grt	Account	CF 1	EST. AMOUNT	FINAL AMOUNT
_____	_____	_____	_____	_____	52503	_____	_____	_____
*Speed Type	Fund	Dept ID	Program	Proj/Grt	Account	CF 1	EST. AMOUNT	FINAL AMOUNT
_____	_____	_____	_____	_____	52503	_____	_____	_____

Budget Authority and Business Coordinator signatures are required before your request will be processed To submit Copy Center Charge Form, email to ColorPrint@uhcl.edu, drop off at Bayou2403 or mail to Mail Code 300.

Budget Authority _____ Business Coordinator _____
 Type/Print Name _____ Type/Print Name _____
 Date _____ Date _____
 Office of Sponsored Programs Signature _____ Date _____

Number of originals	Number requested (quantity)	Size	Total Copies

PAPER/FORMS:	TO BE PRINTED:	BINDING:
<input type="checkbox"/> White <input type="checkbox"/> Rag bond <input type="checkbox"/> Color paper _____ <input type="checkbox"/> Cover stock _____ <input type="checkbox"/> Color copies _____ <input type="checkbox"/> Copier paper/form _____ <input type="checkbox"/> NCR <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 PART	<input type="checkbox"/> Transparencies <input type="checkbox"/> Color <input type="checkbox"/> Black and white <input type="checkbox"/> Laminating <input type="checkbox"/> Color poster	<input type="checkbox"/> One side <input type="checkbox"/> Two sides <input type="checkbox"/> Bleed <input type="checkbox"/> Collate and staple <input type="checkbox"/> Collate only <input type="checkbox"/> Stacked <input type="checkbox"/> Covers <input type="checkbox"/> Binding (_____) size <input type="checkbox"/> Shrink wrap <input type="checkbox"/> 3 hole punch <input type="checkbox"/> Fold <input type="checkbox"/> Cut <input type="checkbox"/> Perforate

SPECIAL INSTRUCTIONS TO COPY CENTER _____

UHCL COPY SERVICE USE ONLY

White paper		Binding (GBC) (VELO)	
White paper/3-hole punch		Covers	
White paper: legal, 11 x 17		Cut/fold/perforate	
Colored paper		Custom fold	
Color paper dividers		Stapling	
Cover stock		Manual 3-hole punch	
Transparencies (B/W), (color)		Color Copies: (letter), (11 x 17), (12 x 18)	
Laminating		HP Color Posters	
Shrink wrap		Copier Paper/Forms	

TOTAL COST _____