

# Aurora University Copy Center

## Job Ticket and Stock Requisition



Note: Please do not combine a print job request with a stock request on the same ticket. Use a separate ticket for each request.

Date Requested \_\_\_\_\_ Date Needed \_\_\_\_\_ Requestor \_\_\_\_\_

Department \_\_\_\_\_ Billing Account # \_\_\_\_\_ 7411 or 7221 Phone # \_\_\_\_\_

Description \_\_\_\_\_

No. copies \_\_\_\_\_ No. originals \_\_\_\_\_

\_\_\_ One-sided \_\_\_ Two-sided

### Paper Type

- \_\_\_ 8.5 x 11
- \_\_\_ 8.5 x 14
- \_\_\_ 11 x 17
- \_\_\_ AU Letterhead
- \_\_\_ 2-part NCR/yellow
- \_\_\_ 2-part NCR/pink
- \_\_\_ 3-part NCR
- \_\_\_ 4-part NCR
- \_\_\_ 5-part NCR
- \_\_\_ 6-part NCR
- \_\_\_ Wide format

### Bindery, etc.

- \_\_\_ Cut \_\_\_\_\_
- \_\_\_ Fold \_\_\_\_\_
- \_\_\_ Staple \_\_\_\_\_
- \_\_\_ Collate \_\_\_\_\_
- \_\_\_ Pad \_\_\_\_\_
- \_\_\_ 3-hole punch \_\_\_\_\_
- \_\_\_ Comb bind (blue) \_\_\_\_\_
- \_\_\_ Comb bind (white) \_\_\_\_\_
- \_\_\_ Comb bind (black) \_\_\_\_\_
- \_\_\_ Shrink Wrap \_\_\_\_\_
- \_\_\_ Laminate \_\_\_\_\_
- \_\_\_ Booklet \_\_\_\_\_

### Paper Color

- \_\_\_ White
- \_\_\_ Color \_\_\_\_\_
- \_\_\_ Astrobright
- \_\_\_ Other \_\_\_\_\_

### Ink Color

- \_\_\_ Black only
- \_\_\_ Full color
- \_\_\_ Black from color copier for quality

### Paper Weight

- \_\_\_ 20# regular
- \_\_\_ 28# color copy
- \_\_\_ 60# text \_\_\_\_\_
- \_\_\_ 65# cover \_\_\_\_\_
- \_\_\_ 67# vellum \_\_\_\_\_
- \_\_\_ 70# text \_\_\_\_\_
- \_\_\_ 80# cover \_\_\_\_\_
- \_\_\_ 80# text \_\_\_\_\_
- \_\_\_ 100# cover \_\_\_\_\_
- \_\_\_ Other \_\_\_\_\_

#### COPY CENTER USE ONLY

- Sent to copier by UC
- Job sent via email as:
  - PDF  Publisher doc
  - Word doc  Excel doc
  - Powerpoint
  - Hard copy saved and filed in folder under department
- Hard copy sent to Copy Center

## Stock Requisition Only

If ordering paper, please specify size, weight and color (to left of box).

### Paper Quantity

- \_\_\_\_\_ Ream(s)
- \_\_\_\_\_ Case(s)  
(for copier)
- \_\_\_\_\_ Case(s)  
(for printer)
- \_\_\_\_\_ Ream(s)  
(for printer)

### AU Printed Envelopes

- \_\_\_\_\_ A-2
- \_\_\_\_\_ A-7
- \_\_\_\_\_ #9 Regular business reply w/permit
- \_\_\_\_\_ #10 Regular
- \_\_\_\_\_ #10 Regular (window)
- \_\_\_\_\_ #10 Security (window)
- \_\_\_\_\_ 6 x 9 open end
- \_\_\_\_\_ 9 x 12 open end
- \_\_\_\_\_ 10 x 13 open end

### Copier Supplies

- Copier ID # \_\_\_\_\_
- \_\_\_\_\_ Toner
- \_\_\_\_\_ Staples

### Other

- \_\_\_\_\_ Transparencies box
- \_\_\_\_\_ Labels (8-up name tags)
- \_\_\_\_\_ Label sheets (cut to size)
- \_\_\_\_\_ Laminate only

### Stationery

- \_\_\_\_\_ AU 20# letterhead

## Special Instructions

Deliver to \_\_\_\_\_

Building \_\_\_\_\_

Room # \_\_\_\_\_

## Authorized Signature

\_\_\_\_\_

#### COPY CENTER USE ONLY

Completed by \_\_\_\_\_

Date \_\_\_\_\_

Budget checked by \_\_\_\_\_

Funds  available  
 not available & notified

Sheets \_\_\_\_\_

Impressions \_\_\_\_\_

Paper upcharge \$ \_\_\_\_\_

Laminate charge \$ \_\_\_\_\_

Total Cost \$ \_\_\_\_\_