**Spears School of Business, Duplicating Services – SSBDuplicating@okstate.edu**

Job # \_\_\_\_\_\_\_\_\_\_

**Office Use Only**

Job Done by: \_\_\_\_\_\_\_\_\_\_\_Duplicating Charge: $\_\_\_\_\_\_\_\_\_\_ (cost/copy) Padding Charge: $\_\_\_\_\_\_\_\_\_\_ (glue)

Paper Charge: $\_\_\_\_\_\_\_\_\_\_ (special, etc. Other Charge: $\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Binding Charge: $\_\_\_\_\_\_\_\_\_\_ (binding supplies)

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Total Charge: $\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- |
| **Which type of job is this?**  **Not Exam** | | *To authorize GTA to pick up exams, enter name under “special instructions.”* | | |
| Billing: OSU-Stillwater (INF)  If charged to “other/account #”:  **Enter text or account #** | Date Sent: **Enter date here**  Date Due: **Enter date here**  Time Due: **Enter time** | | *Program ID (for your reference):*  ***Click here to enter Program ID*** | |
| **Job 1:**  **# pages in your original**  Copy to: front and back  Collate? Yes  Staple? NA  Job 1: **Enter #** **copies** | | Copy Paper Color: White  Cover only? No  All (*not exams*)? No  Furnished paper? No  Color Printed Copies? No | | Intersperse? NA  3-Hole Punch? No  Pad? No Cut? No  Fold? No Bind? No |
| **Job 2:**  **# pages in your original**  Copy to: front and back  Collate? Yes  Staple? NA  Job 2: **Enter #** **copies** | | Copy Paper Color: White  Cover only? No  All (*not exams*)? No  Furnished paper? No  Color Printed Copies? No | | Intersperse? NA  3-Hole Punch? No  Pad? No Cut? No  Fold? No Bind? No |
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| **Job 4:**  **# pages in your original**  Copy to: front and back  Collate? Yes  Staple? NA  Job 4: **Enter #** **copies** | | Copy Paper Color: White  Cover only? No  All (*not exams*)? No  Furnished paper? No  Color Printed Copies? No | | Intersperse? NA  3-Hole Punch? No  Pad? No Cut? No  Fold? No Bind? No |
| Enter your phone: ### Due in less than 48 hours? NO | | | | |
| **Type in any special instructions here** (including special paper or paper size). | | | | |

**Enter your name**