**UD Copy Center**

**Order Worksheet**

**Date of Order:**

**Name:**

**Phone #:**

**Department:**

00000-0000

**Account #:**

**Date to be completed by:**

X

**Pick-up at UD Copy Center**

**Send in Campus Mail to: Zip: +**

PLEASE BE SPECIFIC ABOUT EVERY DETAIL BELOW TO SPEED UP THE ORDER PROCESS

Quantity Description: title / size / color or black & white / one or two sided / staple / folding / paper or cardstock

**WHEN REQUESTING ANY CUTTING, THE QUANTITY COLUMN MUST REFLECT THE TOTAL PIECES AFTER CUTTING.**

**Additional Notes:**

**HAVE YOU GIVEN US ALL THE INFORMATION WE WILL NEED TO COMPLETE THIS ORDER?**

**UD Copy Center 300 College Park, Dayton OH 45469-0612 / 937-229-4126**