

# UCSC Copy Center Academic Copy Order Form

\* Please email this form to [copy@ucsc.edu](mailto:copy@ucsc.edu), along with the file to be printed.

\*PDF Files are preferred.

\* All multiple page documents will be stapled in the upper left corner unless otherwise noted in the special instructions.

\*If you have any questions, please call us at

**(831) 459-3888**

or send us an email at

**[copy@ucsc.edu](mailto:copy@ucsc.edu)**

Job Name  
Orderer  
Phone  
Email  
Date Due  
Pickup or Delviery?  
Mailstop

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**Job 1**

File Name	Quantity	Page Count
	Color or B&W	
	Paper Color	
Single Sided or Double Sided?		
Special Instructions		

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**Job 2**

File Name	Quantity	Page Count	Collate with Above Job
	Color or B&W		
	Paper Color		
Single Sided or Double Sided?			
Special Instructions			

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**Job 3**

File Name	Quantity	Page Count	Collate with Above Job
	Color or B&W		
	Paper Color		
Single Sided or Double Sided?			
Special Instructions			

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**Job 4**

File Name	Quantity	Page Count	Collate with Above Job
	Color or B&W		
	Paper Color		
Single Sided or Double Sided?			
Special Instructions			