

STATE OF UTAH
Division of Finance
 Inter-Departmental Transfer
STATE OF UTAH COPY CENTER ORDER FORM

State Copy Center Use Only

XEROX
 Job #

PAYMENT CODING: (must provide one)

ELCID #	
MA# or Vendor #:	

State Agencies: Obtain ELCID# from Dept/Division Finance Team

Public Entities: Obtain MA# from State Mail or use FINET Customer #

TODAY'S DATE:	DUE DATE:	SELECT ONE:	<input type="checkbox"/> Will Call	<input type="checkbox"/> Delivery	
NAME:		DEPARTMENT OR PUBLIC ENTITY:			
PHONE: (10 digits)		REQUESTER EMAIL:			
ADDRESS:		CITY:	STATE:	ZIP CODE:	
AUTHORIZED AGENT APPROVAL:		EMAIL for INVOICE: (required)			
JOB REQUIREMENTS					
JOB TITLE					
QUANTITY NEEDED:	TYPE OF JOB <input type="checkbox"/> New <input type="checkbox"/> Reprint	INK <input type="checkbox"/> Black & White <input type="checkbox"/> Color	PAPER SIZE <input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> 8 1/2 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Other*	COLLATION <input type="checkbox"/> <input type="checkbox"/>	
NUMBER OF ORIGINALS: X	PAPER WEIGHT		PAPER COLOR		
TOTAL CLICKS =	BINDING <input type="checkbox"/> OTHER*		SIDES <input type="checkbox"/> 1 1 <input type="checkbox"/> 1 2 <input type="checkbox"/> 2 2 <input type="checkbox"/> 2 1	INDEX COVER STOCK COLOR Front _____ Back _____ COVERS - SIDES TO BE PRINTED <input type="checkbox"/> Outside <input type="checkbox"/> Inside <input type="checkbox"/> Both <input type="checkbox"/> None <input type="checkbox"/> Outside <input type="checkbox"/> Inside <input type="checkbox"/> Both <input type="checkbox"/> None	
STAPLING <input type="checkbox"/> Other*		DRILLING <input type="checkbox"/> 3 Hole Left Side <input type="checkbox"/> 2 Hole Top <input type="checkbox"/> Other*	FOLDING <input type="checkbox"/> 1/2 <input type="checkbox"/> Per Sample <input type="checkbox"/> Other*	PADDING <input type="checkbox"/> NCR <input type="checkbox"/> 50's <input type="checkbox"/> Glue <input type="checkbox"/> 100's <input type="checkbox"/> Other*	PACKING <input type="checkbox"/> Shrink Wrap <input type="checkbox"/> Box <input type="checkbox"/> Other*
SPECIAL INSTUCTIONS		<input type="checkbox"/> Archive on Disk	COST DESCRIPTION (for Xerox Only)		
		PRINTING COST: \$			
		FINISHING COST: \$			
		\$			
		\$			
		\$			
TOTAL JOB COST: \$					
RECEIVED BY				DATE RECEIVED	

* Define instructions in Special instructions when Other is used