



**Bookstore Copy Shoppe Manual Order Form**  
 Please fill out completely for prompt service. Call Ext. 2999 with questions.

**Instructor:** \_\_\_\_\_

**Telephone #** \_\_\_\_\_

**Dept. & Class:** \_\_\_\_\_

**Mail Code:** \_\_\_\_\_

**# of Students:**

**Required for Class:**

**Optional for Class:**

**Page Layout**

**Semester**

**Covers**

1 to 1

Fall

Front  Cover Stock

1 to 2

Spring

Back  Standard Paper

2 to 2

Summer I

**Cover Paper Color:** \_\_\_\_\_

Summer II

**Finishing**

Staple

Comb Binding

Thermal Binding  Page #'s

3-Hole Punch

Spiral Binding

Shrink Wrap

**Special Instructions**

**Office Use Only**

**Received Date** \_\_\_\_\_

**\$.08 per Copy/Print**

**Scanned Date** \_\_\_\_\_

**\$.05 Additional for Special Paper**

**Printed Date** \_\_\_\_\_

**\$1.00 Binding**

**Originals Returned** \_\_\_\_\_

**\$.25 Shrink Wrap**

**Job #:** \_\_\_\_\_

**File Name:** \_\_\_\_\_