

Northwestern University Duplicating Services



Chicago Campus
 320 E Superior P-921
 Searle Bldg, Room B-407
 p 312.503.8995
 f 312.503.6978
 fmc3610@fedex.com

Evanston Campus
 1999 Campus Drive
 Norris Student Center, 1st Floor
 p 847.491.3113
 f 847.491.3103
 fmc3605@fedex.com

Operated by:



Call for a free pick up, drop off,
 or send via campus mail to
 either campus location.

Do not write in this box
 Job # _____

Today's Date _____ Due Date _____

Name _____ Bldg& Rm # _____ Dept _____ Ph: _____

Chart String _____
 Fund Department Project Activity
 Cost Center Number NMH _____ NMFF _____ RIC _____

 Black & White	Copies	Paper Type	Page Size	Sides	Collation
	<input type="checkbox"/>	<input type="checkbox"/>	<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	<input type="checkbox"/> 1 : 1 <input type="checkbox"/> 1 : 2 <input type="checkbox"/> 2 : 1 <input type="checkbox"/> 2 : 2 <input type="checkbox"/> as : is	<input type="checkbox"/> 1 2 3 <input type="checkbox"/> 1 1 2 2
 Color	<input type="checkbox"/> Originals	Long-Term Storage <input type="checkbox"/> Yes <input type="checkbox"/> No			

 Binding	Standard Binding	Cover Paper Codes	Cover Printing	Hand	Tabs
	<input type="checkbox"/> coil <input type="checkbox"/> comb <input type="checkbox"/> tape	<input type="checkbox"/> Front <input type="checkbox"/> Back	<input type="checkbox"/> NPC <input type="checkbox"/> PC <input type="checkbox"/> PCR	<input type="checkbox"/> Insert <input type="checkbox"/> Collate	<input type="checkbox"/> Index <input type="checkbox"/> Mylar

 Finishing	Stapling	Folding	Cutting	Drilling	Padding	Shrinkwrap
	<input type="checkbox"/> Restaple originals? <input type="checkbox"/> Trim?	<input type="checkbox"/> Text	Dimensions H _____ x W _____ Yield Pieces	<input type="checkbox"/> Other Describe in Notes	<input type="checkbox"/> Pads <input type="checkbox"/> Pages Per	<input type="checkbox"/> Laminate <input type="checkbox"/> Trim?

Please Print Additional Instructions Below

Billing Details:

Total