

**Southern Connecticut State University
Duplicating Department**

Engleman Hall RM. B012-A PH: (203) 392-5267 FAX: (203) 392-8878

COLOR COPYING REQUEST FORM

Department	Requested By	Bldg & Rm#		Phone#
Banner Org#	* Banner Org Manager Approval	Date Submitted	Date Needed	Time Needed
No. of Originals	No. of Copies Needed	Job Description		

Delivery Options (please check one): Deliver Campus Mail I Will Pick-Up Call When Ready

INSTRUCTIONS: 1) Fill out Color Copy Request Form completely. 2) Attach a clean white copy/original for copying.
Color copies are \$0.35 each per printed page/side. **Example: 10 single-sided copies will cost \$3.50; 10 two-sided copies will cost \$7.00 etc.**
The color copier is not available for walk-up users. Please review Duplicating Services Color Copying Guidelines on reverse side of form.

MENU OF SERVICES

Please check or circle the applicable options below:

1) Spot Color _____	2) Full Color _____	3) Both _____
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Paper Choices: Please circle your paper choice below

<p>8-1/2 x11- 20lb. Paper White Blue Buff Canary Goldenrod Green Pink Salmon</p>	<p>8-1/2 x11- 65lb. Cover Stock White Blue Canary Green Ivory Pink Salmon</p>	<p>8-1/2x14-20lb. White (Only) 11x17-20lb. White (Only) SCSU Letterhead (8 1/2 x 11) Other (supplied):</p>	<p>8-1/2X11 28lb. White (Only) (Recommended for Color Copies) W _____ + L _____</p>	<p>Custom Size (Width plus Length) W _____ + L _____</p>	<p>Additional Options: Single-Sided Copies _____ Two-Sided Copies _____ Same-Copy both sides _____ Copy as Original _____ Collated _____ 3-Hole Punch _____ Stapled _____ (Please circle one)</p>
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Cards Finished Size
(Width plus Length)
W _____ + L _____

Cards are run on 8-1/2 x 11 Card Stock and are cut to size. Please contact the Duplicating Department for guidance on the best way to submit your card job request.

Booklet Style Copies

(Please circle one)

Hole Punch

(Please circle one)

Other: Please illustrate and include sample.

Folding

Letter facing in
Letter facing out

(Please circle one)

Sample attached

GBC Binding

Restrictions apply. Due to the cost of GBC Binding, authorization for binding services must be approved by the Coordinator of Duplicating & Mail Services prior to any binding request being processed.

Special Instructions:

***Duplicating staff will verify that an approved signature is on file with the Duplicating Department prior to providing color copying services. If a "Request and Authorization for Color Copy Services" form is not on file granting the requester advanced authorization to charge color copies, then the signature of approval from the Banner Org Manager responsible for the Banner Org being charged is required in this block. For additional information, please see the reverse side of this form.**

This space for Duplicating Staff Only:

Date: _____ Operator: _____ Banner Org. Charged: _____ Equipment ID: _____ Job# _____

Comments: _____

COLOR COPYING REQUEST FORM Guidelines/Instructions

Our goal is to support and enhance the academic and administrative missions of the University by providing high quality, economical and efficient duplicating services utilizing exceptional customer support assistance.

COLOR COPYING: BANNER COST CENTER MANAGER- REGISTERED AUTHORIZED USER

To utilize the Duplicating Department's color copy service, the signature of the Banner Org Manager responsible for the Banner Org being charged is required. This may be accomplished through two methods:

- 1) FOR ONE TIME OR OCCASIONAL USERS:** The Banner Org Manager must provide signature of approval directly on the " *Color Copying Request Form*".
- 2) FOR AUTOMATIC APPROVAL TO BE MAINTAINED ON FILE:** The Banner Org Manager completes a "*Request and Authorization Form for Color Copy Services*". which is maintained on file in the Duplicating Department for the fiscal year.

For more information regarding Banner Org Manager approval, please contact the Duplicating Department at Ext. 25267 or via email directly to Richard J. Fabish, Coordinator of Duplicating and Mail Services at fabishr1 or Ext. 25266.

COLOR COPYING REQUEST FORM

- 1) Fill out Color Copying Request Form completely, check and circle all applicable options, including special instructions to provide additional information.
- 2) For best results, attach a clean original copy on white paper for color copying. Upon completion of your copy request, all originals will be returned to the department/requester along with the completed copy request.
- 3) Banner Org Manager's approval is required either directly on this form or on file. (See above block for more information)
- 4) Allow sufficient time to process your request. **During high volume periods your copy request could take up to (5) business days for completion**
- 5) Duplicating staff will attempt to resolve issues related to incomplete request forms via a phone call to the requester. This may put a hold on the request and may result in a possible delay in the processing in the request. To assist in the timely processing of your request, please review your request form and originals for accuracy before submitting for duplication.

Q & A

MAY I USE THE COLOR COPIER MYSELF?

The color copy services is not part of our walk-up copier service. Requests can be dropped off or mailed via campus mail to Duplicating for Duplicating staff to process. Duplicating cannot accept electronic or e-mail submissions of job requests at this time.

IS THERE A CHARGE FOR COLOR COPYING SERVICES?

Yes-all departments are charged for color copier usage. Current pricing is \$0.35 per printed side. Example: 10 single-sided copies will cost \$3.50; 10 double-sided copies will cost \$7.00, etc. Currently, there is no additional charge for finishing work such as collating & stapling, 3-hole punching and folding. Charges for our services will appear monthly against the listed Banner org cost center under account number 773110. Questions regarding billing may be directed to Richard J. Fabish, Coordinator of Duplicating & Mail Services (fabishr1@southernct.edu) Extension: 25266.

WILL MY JOB BE DELIVERED ON COMPLETION?

Yes-Unless you select another option on your copy request form, your completed job will be placed in the internal mail delivery system,

CHECKING ON A JOB LEFT FOR DUPLICATING:

If you have not received your job, please first check with your department secretary to be certain the job hadn't arrived and is placed somewhere within your department. If your job is still missing, please call the Duplicating Department's main number (25267) and ask for assistance.

COMPLIANCE WITH COPYRIGHT LAW:

Duplication of copyrighted materials must conform to copyright law. If multiple copies of copyrighted materials are requested, the faculty member must present a letter from either the publisher, or the holder of the copyrighted material, granting permission for such duplication in conformance with the copyright law. Duplicating reserves the right to reject any request for duplication if such request is in violation of the copyright law. For more information regarding the copyright law, please log on to the following Web Site: <http://www.loc.gov/copyright/>

WHO DO I CONTACT FOR ASSISTANCE?

For general questions regarding our services, please call the Duplicating Department's main number (2-5267) and ask for assistance. During the early planning stage of a large or complicated copying project to ensure that your project is cost effective, efficient, and timely, questions may be directed to Richard J. Fabish, Coordinator of Duplicating & Mail Services (fabishr1@southernct.edu) Extension: 25266.

Please visit our Duplicating & Mail Services Web-Site for additional information on services, policies, and procedures-Thank You.