



Welcome to Document Services Electronic File Submission

Please fill out form completely (* Required Field)

We recommend that files are submitted as PDF



In Office 2007, you can create PDFs by clicking the Office button, and then "save as." You can also create PDFs from any program by using the free program CutePDF, available at www.cutepdf.com

We can also use MS Office 2000 files (Word, PowerPoint, Excel, Publisher) and Adobe's InDesign.

Customer Information

Cost Center # No need to fill in a cost center #. Just put the other info (name, dept, etc.).

*Department:

*Your Name:

*Telephone/Ext:

*E-mail:

*Delivery Instructions: Rm/Bldg/Name

Job Title:

* Is this copyrighted work? -If Yes, please indicate the copyright status. [Click here for Copyright Law Reference](#)

- ☒ No
- ☐ Yes, One Copy - Academic Individual Use
- ☐ Yes, Brief & Spontaneous
- ☐ Yes, Publisher Permit (Must be provided before production)
- ☐ Yes, Public Domain - If copyright has expired or it is public domain.

* Is this job Confidential?:

- ☐ Yes
- ☒ No

* Will this job be rerun within the next 12 months without any changes?

- ☐ Yes, Please save a copy for reprint.
- ☒ No, Do not save a copy. I will resubmit the file for future copies.

* You may choose to waive the sign-off of the proof copy, in which case YOU the customer would accept responsibility for the job as submitted. (See Copy Services Policy on web site)

- ☐ Yes, I wish to review a proof copy, contact me at the above email address.
- ☒ No, I waive the review and accept full responsibility.

Type of Job

*Job Type: For Other, please describe in Special Instructions below.

File Type:

Job Options

*Due Date: (MM/DD/YY) Due Time: :

*# of Copies:

of Pages:

*Imaged Sides: Copies are 2-sided by default. Help conserve paper!

☒ Collate (1,2,3,1,2,3) ☐ Non-Collate (1,1,2,2,3,3)

Paper:

Hole Punch:

Front Cover: ☐ Print Outside ☐ Print Inside ☐ Print Both Sides

Back Cover: ☐ Print Outside ☐ Print Inside ☐ Print Both Sides

Finishing OptionsBinding:

None

Folding:

None

Cut To: Padding: ☐ Pages Per Pad: # of Pads:

For total quantity multiply the # pages per pad and # of pads. Pads are finished with chipboard backs.

Click here if you want
copies to be stapled.

File(s)*File 1:

Browse...

File 2:

Browse...

File 3:

Browse...

File 4:

Browse...

File 5:

Browse...

File 6:

Browse...

File 7:

Browse...

Special Instructions (Please limit to 6 lines or less)

Reset

Submit to Copy Services