



UNIVERSITY OF
SAN FRANCISCO
CHANGE THE WORLD FROM HERE

USF Preferred Vendor
Printing & Graphics Support
tel: 415-929-7188 fax: 415-929-7187
780 Van Ness Avenue
San Francisco • CA 94102



ONLINE ORDER FORM

DUE DATE:
DUE TIME:

Email order form and print order to copymill@usfca.edu

Requested By:	Date:
Department:	Email:
Telephone:	FOAP: _____
Authorized By:	— or —
Document Title:	*Credit Card: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - XXXX - XXXX - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

* For security reasons, please provide the first 4 and last 4 digits of your credit card. A Copy Mill representative will contact you to obtain the remaining information.

INSTRUCTIONS

Confidential Print Order

Number of Originals: _____ Reproduce: B & W Copy Color Copy Collate

Reproduce number of copies: _____ 1-sided 2-sided As is Special Stock: _____
(Specify code # of paper)

Proof / Sample Required Paper Size: 8.5"x11" 8.5"x14" 11"x17" Other Size: _____

<u>Staple</u>	<u>Drill</u>	<u>Bindery</u>	<u>Fold</u>	<u>No. of Pads</u>	<u>Cut</u>
<input type="checkbox"/> Upper left	<input type="checkbox"/> 3-hole	<input type="checkbox"/> Spiral <input type="checkbox"/> Tape <input type="checkbox"/> Coil	<input type="checkbox"/> Letter <input type="checkbox"/> Z	_____	<input type="checkbox"/> In-half <input type="checkbox"/> Other
<input type="checkbox"/> 2 on side	<input type="checkbox"/> 2-hole at top	<input type="checkbox"/> Velo <input type="checkbox"/> Wire <input type="checkbox"/> Clear Cover	<input type="checkbox"/> In-half	<u>Sheets/Pad</u>	<input type="checkbox"/> In 3rds
<input type="checkbox"/> Horizontal left	<input type="checkbox"/> Other	<input type="checkbox"/> Saddle-Stitched <input type="checkbox"/> Vinyl Back	<input type="checkbox"/> Double Parallel	_____	<input type="checkbox"/> In 4ths

SPECIAL INSTRUCTIONS

DELIVERY INSTRUCTIONS

Deliver to: Dept: _____ Bldg: _____ Floor: _____ Room: _____
Contact: _____ Telephone: _____ *(Must be filled for all confidential orders)*

Pick Up: I prefer to pick up my completed Print Order at Copy Mill located at 780 Van Ness Ave., SF, CA 94102 (between Turk Blvd. and Eddy St.)
Store Hours: Monday thru Friday 9:00 am – 5:00 pm; Saturday 11:00 am – 5:00 pm, excluding holidays.

Copyright Materials:

Copy Mill will not reproduce copyright material without written authorization. Please provide authorization with submission of the Print Order.

Please refer to the User's Guide for additional information at www.usfca.edu/purchasing/printing.htm or contact Copy Mill.

If you would like to meet with a Copy Mill representative prior to placing your order, please contact us at 415-929-7188.