**UNIVERSITY OF HAWAI‘I AT Hilo**
**Graphics & Duplication Services**

**Duplication Online Order Form**

**Please complete and return this form to Graphics**

200 W. KAWILI STREET
HILO, HAWAI‘I 96720-4091
PHONE: (808) 974-7571
FAX: (808) 974-7607
E-MAIL: graphics@uhh.hawaii.edu

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<table>
<thead>
<tr>
<th>2. Requestor</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DATE DUE</td>
<td></td>
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</table>

3. [ ] ACCOUNT CODE TO BE CHARGED

3a. Dept/Program responsible for charges

3b. Approved by (Person responsible for charges / account)

3c. [ ] PAY IN CASH (Pick up at Library Circulation)

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4. TODAY’S DATE

12/30/04

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5. Copyright Checked?

YES [ ]

NO [ ]

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Graphics Services Approval_______________

Any violations are the responsibility of the Requestor. Graphics assumes no liability for copyright infringements.

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6. JOB DESCRIPTION/TITLE

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7. DUPLICATE:

[ ] X [ ] = [ ] X__________ $ = $

---

8. CHECK FEATURES

[ ] 1-SIDED COPY

[ ] 2-SIDED COPY

[ ] COLLATE SETS

[ ] UNCOLLATED

[ ] STAPLE SETS

[ ] UNSTAPLED

[ ] CUT:

[ ] FOLD: ___1/2 ___1/3 ___1/4 OTHER______

[ ] BIND: ___VELO ___SPIRAL ___STAPLE

[ ] PAD

[ ] 3-HOLE PUNCH

---

9. PAPER REQUEST

[ ] PAPER:

[ ] BOND(TESt) [ ] BRISTOL (COVER)

COLOR: ___________________________

SIZE: [ ] 8-1/2”x11” [ ] 8-1/2”x14”

[ ] 11”x17” [ ] other

[ ] Supplied [ ] Special Charge

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10. ADDITIONAL INSTRUCTIONS

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11. DUPLICATION AND SUPPLY CHARGES

Copy Charge

Section #7 ________________

[ ] Paper ___ea. X ___ = _____________

[ ] Bindery ___ea. X ___ = _____________

[ ] Folding ___ea. X ___ = _____________

[ ] Cut ___ea. X ___ = _____________

[ ] Hole

Punch ___ea. X ___ = _____________

[ ] Other ___ea. X ___ = _____________

**TOTAL CHARGES** ________________

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Completed by/

Date

____________________

Job Number ______________________

Website Authorization ________________