

# U-M Copy Center Order Form

Email order form and files to: [ax-cc-ccaux@umich.edu](mailto:ax-cc-ccaux@umich.edu)

Location: 1919 Green Road, Ann Arbor, MI

Phone: 734-647-0507

Fax: 734-647-5473

Monday-Friday: 7AM - 3PM

## CONTACT

Your Name: \_\_\_\_\_

Email: \_\_\_\_\_

Best phone to reach you:  Office \_\_\_\_\_  Cell \_\_\_\_\_

Project Due Date: \_\_\_\_\_  A.M.  P.M.

Payment Method:  Shortcode # \_\_\_\_\_  Cash  Check

Copyright Clearance Services Needed?  No  Yes

Delivery Method:  Delivery  Pick-up  Campus Mail  Other \_\_\_\_\_

Delivery Address / instructions: \_\_\_\_\_

## DESCRIPTION

Which best describes your project? (you can also add additional details below)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Binder sets (3-hole)      | <input type="checkbox"/> Flyer (not folded)                | <input type="checkbox"/> Packet   |
| <input type="checkbox"/> Booklet                   | <input type="checkbox"/> Form (single sheet)               | <input type="checkbox"/> Poster (11x17 or smaller)  |
| <input type="checkbox"/> Brochure (folded)         | <input type="checkbox"/> Form - NCR carbonless             | <input type="checkbox"/> Poster larger than 11x17:<br><i>(request the wide-format order form)</i> |
| <input type="checkbox"/> BLANK stock (no printing) | <input type="checkbox"/> Invitation                        | <input type="checkbox"/> Stapled Sets   |
| <input type="checkbox"/> Black & white copies      | <input type="checkbox"/> Laminated Copies                  | <input type="checkbox"/> Other: describe below  |
| <input type="checkbox"/> Certificate               | <input type="checkbox"/> Letter                            |   |
| <input type="checkbox"/> Color copies              | <input type="checkbox"/> Newsletter                        |   |
| <input type="checkbox"/> Course pack               | <input type="checkbox"/> Notesheets <i>(padded w/chip)</i> |   |
| <input type="checkbox"/> CARD (non mailing)        | <input type="checkbox"/> Postcard                          |   |

Details:

File(s) Provided \_\_\_\_\_  Scanning needed  Typesetting needed

## SPECIFICS

Customer Reference / Job Title: \_\_\_\_\_

Qty: \_\_\_\_\_ Number of pages: \_\_\_\_\_  1-sided  2-sided  Mixed

Output color:  Black only  Color only  Mixed Black & Color \_\_\_\_\_

Final Flat Size: \_\_\_\_\_ OR Final Folded Size: \_\_\_\_\_

## PAPER STOCK

List Paper(s) for your project. Use item#s shown on left column or page 2 of this form:

\_\_\_\_\_

Cover and/or Back Cover Needed?  No  Yes \_\_\_\_\_

Tab Dividers needed?  No  Yes:  5-place tab #7084  Custom tab: \_\_\_\_\_

## FINISHING

Plastic Coil  Plastic Comb  Tape Bind  Insert into Binder \_\_\_\_\_

Saddle Stitch (Two staples in center fold)  Staple 1 (Upper-left-corner)  Staple 2 (Left-side, 2 staples)

Folding \_\_\_\_\_  Hole-punching \_\_\_\_\_  Padding \_\_\_\_\_

Laminating  Zip Tie  Metal Ring  Binder Clips  Rubber banding \_\_\_\_\_

Shrink-wrapped \_\_\_\_\_  Zip Lock Bagged \_\_\_\_\_

Hand work: \_\_\_\_\_

## PAPER - WHITE

### WHITE STOCK (standard economy)

ITEM#	SIZE	TEXT WEIGHT
7000	8½x11	20#
7026	8½x11	60#
7013	8½x14	20# <i>legal size</i>
7002	11x17	20#
5402	11x17	60#

### WHITE STOCK (premium)

ITEM#	SIZE	COVER WEIGHT
7041	8½x11	65#
7052	8½x11	110# <i>Index</i>
5758	11x17	110# <i>Index</i>

### PHOTO WHITE STOCK (premium)

ITEM#	SIZE	TEXT WEIGHT
5828	8½x11	28/70# <i>Hammermill</i>
5829	8½x11	32/80# <i>Hammermill</i>
5828	11x17	28/70# <i>Hammermill</i>
5829	11x17	32/80# <i>Hammermill</i>

### PHOTO WHITE STOCK (premium)

ITEM#	SIZE	COVER WEIGHT
5830	8½x11	80# <i>Hammermill</i>
5831	8½x11	100# <i>Hammermill</i>
5834	11x17	80# <i>Hammermill</i>
5835	11x17	100# <i>Hammermill</i>








### ULTRA-GLOSS COVER STOCK (1-sided)

ITEM#	SIZE	COVER WEIGHT
7031	8½x11	10pt <i>Mohawk Ultra Gloss</i>
7032	11x17	10pt <i>Mohawk Ultra Gloss</i>

### WATERMARKED U-M BOND (premium)

5991-1	8½x11	<i>Letterhead paper with the U-M Seal watermark</i>
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## PAPER - COLORS

8½x11	20# text	PASTEL COLORS
ITEM#	COLOR	
7003	Blue	
7012	Buff	
7004	Canary	
7007	Cherry	<i>medium pink</i>
7005	Gold	
7019	Gray	
7006	Green	
7011	Ivory	
7008	Orchid	<i>lavendar</i>
7010	Pink	<i>pale pink</i>
7009	Salmon	<i>peach</i>

8½x11	60# text	VIBRANT COLORS
ITEM#	COLOR	
7065	Cosmic Orange	<i>astrobrights</i>
7027	Cream	
7066	Galaxy Gold	<i>astrobrights</i>
7063	Gamma Green	<i>astrobrights</i>
7064	Lunar Blue	<i>astrobrights</i>
7080	Martian Green	<i>astrobrights</i>
7060	Pulsar Pink	<i>astrobrights</i>
7061	Re-Entry Red	<i>astrobrights</i>
7062	Solar Yellow	<i>astrobrights</i>
7146	Terra Green	<i>astrobrights</i>

MORE PAPER ON SIDE 2 

## 8.5 X 11 SIZE

### TEXT WEIGHT SPECIALTY FINISH

#### 8½x11 70# text ROYAL FIBER

ITEM #	COLOR	
7048	Cream	<i>fiber finish</i>
7050	Gray	<i>fiber finish</i>
7140	Periwinkle Blue	<i>fiber finish</i>
7049	Rose	<i>fiber finish</i>
7051	White	<i>fiber finish</i>

#### 8½x11 60# text ASTROPARCH

ITEM #	COLOR	
7142	Aged	<i>tan parchment</i>
7141	White	<i>white parchment</i>

### COVER WEIGHT - COLORS

#### 8½x11 65# Cover VIBRANT COLORS

ITEM #	COLOR	
7040	Blue	<i>carnival</i>
7067	Galaxy Gold	<i>astrobrights</i>
7070	Gamma Green	<i>astrobrights</i>
7071	Lunar Blue	<i>astrobrights</i>
7083	Martian Green	<i>astrobrights</i>
7069	Re-Entry Red	<i>astrobrights</i>
7068	Solar Yellow	<i>astrobrights</i>

#### 8½x11 65# Cover PASTEL COLORS

ITEM #	COLOR	
7042	Gray 65#	
7043	Ivory 65#	

#### 8½x11 110# Index PASTEL COLORS

ITEM #	COLOR	
7059	Blue	
7058	Buff	
7057	Canary	
7055	Cherry	
7053	Green	
7054	Ivory	
7056	Salmon	

#### 8½x11 80# cover ROYAL FIBER

ITEM #	COLOR	
7046	Cream	<i>fiber finish</i>
7047	Gray	<i>fiber finish</i>
7044	Periwinkle Blue	<i>fiber finish</i>
7045	Rose	<i>fiber finish</i>

## 11x17 SIZE COLORS

#### ITEM# 60# TEXT WEIGHT

7145 Ivory

#### ITEM# 70# TEXT WEIGHT

7189 Royal Fiber White *fiber finish*

#### ITEM# 65# COVER WEIGHT

7182 Blue *carnival*  
 7184 Ivory  
 7183 Gray 67# VB

### NCR CARBONLESS FORMS

#### 8½x11 NCR CARBONLESS FORMS

ITEM #	COLOR	
7144	White-Pink	<i>2-part NCR</i>
7093	White-Yellow	<i>2-part NCR</i>
7094	White-Yellow-Pink	<i>3-part NCR</i>

## 8½x14 - LEGAL SIZE COLORS

#### 8½x14 20# text PASTEL COLORS

ITEM #	COLOR	
7014	Blue	
7018	Canary	
7015	Gold	
7017	Pink	
7016	Salmon	

## SPECIAL ITEMS

### PLASTIC COVERS

#### 8½x11 PLASTIC COVERS (flexible)

ITEM #	COLOR	
7085	Plastic cover, CLEAR	
7086	Plastic cover, BLACK	
8183	Plastic cover, NAVY	

### CERTIFICATE PAPER

#### 8½x11 80# cover CERTIFICATE PAPER

ITEM #	COLOR	
7133	Cougar Natural	<i>certificate paper</i>

### EMBOSSSED 'M' FOLD-OVER CARD

#### EMBOSSSED 'M' fold-over card

**ITEM # DESCRIPTION**  
 7134 Use as an invite OR notecard. Cream-color fold-over card can be printed outside and/or inside, black or color ink. Delivered flat, scored down the middle. (Folded final size is 6x9). 80# cover stock.

*Matching envelopes can be ordered:*

ITEM #	DESCRIPTION
7090	A-6 envelope, Cougar natural 70#