



Copy Center Request



PUGET SOUND ENERGY
The Energy To Do Great Things

Control # C _____

Instructions: Please fill in completely and send with your job.
Job must have the Item Owner and Cost Center filled out.

COPY CENTER	PRINTING SERVICES
Mailstop: PSE 06	Mailstop: EST 11W
Phone: 425-462-3296 (81-3296)	Phone: 425-462-3296 (81-3201)
Fax: 425-462-3648 (81-3648)	Fax: 425-462-3201 (81-3301)
Email: copyshop@kayesmith.com	Email: pseteam@kayesmith.com

DATE	ORDERER/ITEM OWNER	MAILSTOP	TELEPHONE NO. OF ORDERER
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ACCOUNT	COST CENTER	ORDER	APPROVED BY

JOB NAME AND FORM NUMBER (MUST BE FILLED IN)

JOB SPECIFICATIONS		
NUMBER OF COPIES	NUMBER OF ORIGINALS	TOTAL COPIES

DEADLINE	DELIVER TO
DATE IN	DATE AND TIME NEEDED
	SEND TO RECIPIENT/MAILSTOP

SIZE	FINISHING	BINDERY	PAPER
<input type="checkbox"/> 8-1/2 X 11 <input type="checkbox"/> 8-1/2 X 14 <input type="checkbox"/> 11 X 17 <input type="checkbox"/> Other _____	<input type="checkbox"/> Staple <input type="checkbox"/> Collate <input type="checkbox"/> Slipsheet <input type="checkbox"/> Paperclip <input type="checkbox"/> Binder clip <input type="checkbox"/> Rubberband <input type="checkbox"/> 3-hole drill <input type="checkbox"/> 3-hole large <input type="checkbox"/> Trim <input type="checkbox"/> Finished Size _____ <input type="checkbox"/> As per original	<input type="checkbox"/> Comb bind <input type="checkbox"/> Tape bind <input type="checkbox"/> Plastic coil (ADD 24-48 HOURS) <input type="checkbox"/> Folding (type) _____ <input type="checkbox"/> Padding (# per) _____ <input type="checkbox"/> Shrinkwrap (# pkg) _____ <input type="checkbox"/> Laminate 5 mil.	<input type="checkbox"/> 20# bond, white <input type="checkbox"/> 20# bond, white, 3-hole <input type="checkbox"/> 20# bond, specify color: _____ <input type="checkbox"/> 60# book, white <input type="checkbox"/> Astrobright 60# text: _____ <input type="checkbox"/> Astrobright 65# cover: _____ <input type="checkbox"/> 110# index, specify color: _____ <input type="checkbox"/> Tab stock (white, grey, blue): _____ <input type="checkbox"/> Customer provided stock <input type="checkbox"/> Clear cover + black vinyl back <input type="checkbox"/> Xerox Xpressions 28# white text <input type="checkbox"/> Xerox Xpressions 80# cover <input type="checkbox"/> Front cover: _____ <input type="checkbox"/> Back cover: _____ <input type="checkbox"/> Other: _____

SPECIAL INSTRUCTIONS

COPY CENTER USE ONLY	ESTIMATE
COST ESTIMATE <input type="checkbox"/> No estimate requested <input type="checkbox"/> Estimate requested – proceed with job <input type="checkbox"/> Put on hold until I have approved the estimate <input type="checkbox"/> Quality checked Date/Time completed: _____ Was the job run on time? _____ Job run by: _____	