

# MEDIA CENTER

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 Taubman College of Architecture + Urban Planning

TICKET # \_\_\_\_\_

**\*Please write legibly on form\***

**CONFIDENTIAL/Exam/Test** Date: \_\_\_\_\_ Date/Time Due: \_\_\_\_\_

Requester: _____	Uniqname: _____	Faculty: _____
Department: _____	Course#: _____	<input type="checkbox"/> ARCH Instr. <input type="checkbox"/> URP Instr.
<b>SHORTCODE</b>	<b>DESCRIPTION (MAX 30 CHARACTERS including spaces)</b>	
Job notes / Items (+ Qty):		
<i>NO PCard charges</i>		

**BLACK/WHITE:**

MC Use	#Pgs	#Copies	Size	MC Use

- PRINT/COPY:**  1 sided -> 1 sided  2 sided -> 1 sided  
 1 sided -> 2 sided  2 sided -> 2 sided
- FINISHING:**  Collate  Fold  
 Staple  Binding-Coil/Spiral  
 Saddle-Stitch  Laminate  
 Cutting Services-# of cuts \_\_\_\_\_

**COLOR:**

MC Use	#Pgs	#Copies	Size	MC Use

- COPY MEDIA:**  Bond  Laser 28#  
 Bond (colored)  3-Hole punch  
 Card Stock  Transparency  
 Card Stock (colored)  User Provided Stock

**MAKER BOT:**  3D Cu Inches \_\_\_\_\_

**PLOT/WIDE FORMAT:** Color  B&W

MC Use	Length"	Width"	SqFt	Qty	MC Use

- PLOT MEDIA:**  Bond 24#  Heavy Bond 45#  
 Bristol \_\_\_\_\_  Strathmore \_\_\_\_\_  
 Clear Film  Mylar  
 Glossy Photo  Satin  
 Matte Photo  Vellum  
 WR Fabric  KIP

**INVOICE TOTAL:**

\*Internal use only