

CopyWorks! Production Request Tip Sheet

Production Request

REQUESTOR AUTHENTICATION

1HOPE Username:*
(without @hope.edu)

1HOPE Password:*

CC Confirmation To:
(include @hope.edu)

ORIGINAL

Source: Uploaded File
 Drop-Off (Please provide a title for the job)

Uploaded files may be no larger than 15 MB.

Exam or Quiz: Yes No

Type of Use: College Personal

Payment: Fund Number

Number of Copies*:

All copies will be made on standard white, 8.5" x 11" paper, two-sided and B/W unless otherwise specified below.

PICK-UP INFORMATION

Requested completion date:

Location: Copy Works (DeWitt 2nd floor)
 Library Media Center (2nd floor)

PRINTING PREFERENCES (OPTIONAL)

B/W or Color: B/W Color

Sides: One-sided Two-sided

Paper Size & Color Choices (Choose One):

8.5" x 11" White

8.5" x 14" White

Poster White Bond (18" x 24")
 White Bond (24" x 30")
 White Bond (Custom Size - specify below)

Letterhead Letterhead Watermark
 Letterhead Non-Watermark

Other (please provide) Other

8.5" x 11" Coverstock White

11" x 17" White

FINISHING (OPTIONAL)

Special Collate
 Staple
 3-Hole Punch

Folding Half
 Thirds

Cutting Half
 Thirds
 Quarters

Binding Spiral
 Tape

3-Up Postcards Hope College
 White 3.5" x 5.5"
 White 4" x 6"

Add Cover Front
 Back

Cover Color

Laminating Yes
 No

Trim to Size (Posters Only): Yes
 No

SPECIAL NOTES (OPTIONAL)

Anyone else who should know you are sending a job to copy works

Exams are sent to secure account

Date you would like to pick up your job

Where you would like to pick up your job

Submit Job is for quick submission with no special instructions needed or **Reset Form** to start over

Ink color (NOT paper color)

Entire job to be done on cardstock

Paper color

Special paper

Anything you need to add that is not in the form (special instructions)

Submit Job sends a "Review your production request" page for you to confirm your request or **Reset Form** to start over