

412-322-2087

ALCOA COPY CENTER JOB TICKET

Division Code

Name		Job Number (Issued by Copy Center)	
Department		Date	
Room	Phone	Date Required	
Job Name		Date Completed	

REQUESTING _____ copies of _____ original pages. Total impressions _____

PRINT	SIZE OF COPY	TABS	FINISHING	PAPER COLOR	COVER STOCK
<input type="checkbox"/> One side	<input type="checkbox"/> 8 1/2" x 11"	<input type="checkbox"/> Plain	<input type="checkbox"/> Collate	<input type="checkbox"/> White	<input type="checkbox"/> White
<input type="checkbox"/> Two side	<input type="checkbox"/> 3 hole drilled	<input type="checkbox"/> Numeric	<input type="checkbox"/> 1 staple upper left	<input type="checkbox"/> Ivory	<input type="checkbox"/> Ivory
<input type="checkbox"/> Same as original	8 1/2" x 11"	<input type="checkbox"/> Roman numeral	<input type="checkbox"/> 2 staples book style	<input type="checkbox"/> Gray	<input type="checkbox"/> Gray
<input type="checkbox"/> Black and white transparency	<input type="checkbox"/> 8 1/2" x 14"	<input type="checkbox"/> Custom printed	<input type="checkbox"/> Saddle stitch	<input type="checkbox"/> Blue	<input type="checkbox"/> Blue
_____	<input type="checkbox"/> 11" x 17	_____	<input type="checkbox"/> Thermal bound	<input type="checkbox"/> Green	<input type="checkbox"/> Green
	<input type="checkbox"/> White	_____	<input type="checkbox"/> Plastic bound (GBC)	<input type="checkbox"/> Yellow	<input type="checkbox"/> Yellow
	<input type="checkbox"/> Blue	_____	<input type="checkbox"/> Spiral bound	<input type="checkbox"/> Gold	<input type="checkbox"/> Clear Front
	<input type="checkbox"/> Yellow	_____			<input type="checkbox"/> Clear Back
	<input type="checkbox"/> Green	_____			<input type="checkbox"/> Black Back

COLOR COPIER

No. of Originals _____ Paper Copies _____ Transparency _____

Special Instructions: _____

NOTE

Any specialty services required to complete your job will be scheduled through an outsourced vendor. These services will be billed to you at a preferred rate.

COPY CENTER

- The Copy Center has the ability to provide all printing needs through our own facilities and our other affiliations.
- The Copy Center can service print jobs of all sizes.

COPY CENTER TIPS

- In order to obtain the quickest and most efficient service, please give the Copy Center prior notice when submitting extremely large print jobs.
- To assure continuity, always number your originals.
- Keep this ticket for future reference.

412-322-2087

ALGOA COPY CENTER JOB TICKET

Division Code

Name JOHN DOE		Job Number (Issued by Copy Center)	
Department PARC		Date 1-1-08	
Room	Phone 412-123-4567	Date Required 1-3-08	
Job Name PARC BREAKFAST		Date Completed	

REQUESTING 450 copies of 1 original pages. Total impressions 480

PRINT	SIZE OF COPY	TABS	FINISHING	PAPER COLOR	COVER STOCK
<input checked="" type="checkbox"/> One side	<input checked="" type="checkbox"/> 8 1/2" x 11"	<input type="checkbox"/> Plain	<input type="checkbox"/> Collate	<input type="checkbox"/> White	<input type="checkbox"/> White
<input type="checkbox"/> Two side	<input type="checkbox"/> 3 hole drilled	<input type="checkbox"/> Numeric	<input type="checkbox"/> 1 staple upper left	<input type="checkbox"/> Ivory	<input type="checkbox"/> Ivory
<input type="checkbox"/> Same as original	8 1/2" x 11"	<input type="checkbox"/> Roman numeral	<input type="checkbox"/> 2 staples book style	<input type="checkbox"/> Gray	<input type="checkbox"/> Gray
<input type="checkbox"/> Black and white transparency	<input type="checkbox"/> 8 1/2" x 14"	<input type="checkbox"/> Custom printed	<input type="checkbox"/> Saddle stitch	<input checked="" type="checkbox"/> Blue	<input type="checkbox"/> Blue
	<input type="checkbox"/> 11" x 17		<input type="checkbox"/> Thermal bound	<input type="checkbox"/> Green	<input type="checkbox"/> Green
	<input type="checkbox"/> White		<input type="checkbox"/> Plastic bound (GBC)	<input type="checkbox"/> Yellow	<input type="checkbox"/> Yellow
	<input type="checkbox"/> Blue		<input type="checkbox"/> Spiral bound	<input type="checkbox"/> Gold	<input type="checkbox"/> Clear Front
	<input type="checkbox"/> Yellow				<input type="checkbox"/> Clear Back
	<input type="checkbox"/> Green				<input type="checkbox"/> Black Back

COLOR COPIER

No. of Originals _____ Paper Copies _____ Transparency _____

Special Instructions: WILL PICK UP
TRI-FOLD

NOTE

Any specialty services required to complete your job will be scheduled through an outsourced vendor. These services will be billed to you at a preferred rate.

COPY CENTER

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COPY CENTER TIPS

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From: [REDACTED]
Sent: Monday, May 19, 2008 2:16 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: PARC Picnic Flyer - 2008
Attachments: rose barn - north park.pdf; PARC 23rd Picnic Flyer - 2008a.pdf

EMAIL EXAMPLE

Hi Christine,

This is Tom Lietman and I am on the Program Committee for PARC - the Pittsburgh Alcoa Retirees Club. I was given your name and I sent you an email request for the duplication of our Picnic Flyer back in May of 2007. We are getting ready to issue a two page flyer for our yearly Picnic again this year, and I need to get the originals copied and stapled by the Alcoa Copy Center. If you are still the one with whom we should interface, I am attaching a set of PDF files to be used as the originals for the duplication. If you are not still our contact, please either pass this along to the correct person or let me know who that is so I can send this message to them. We are planning to come to the ACC on Friday, June 13th for our monthly board meeting starting at 10:00 am in room 4H02, after which we will stuff the flyers into preaddressed #10 envelopes for mailing by the Alcoa mailroom. If you could have them sent to 4H02 on that Friday morning, or if we need to pick them up please let me know. They are both in color but would need duplicated in black and white on a light green paper. We need a total of 450 copies of each sheet and would like them stapled and folded in thirds to fit the envelopes.

Please let me know if you need any more information.

Thanks Very Much.....Tom

5/28/2008