

Warren Towers, 115 Cummington Street, Boston, MA 02215  
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Submit orders 24/7 at: <https://psg.kinkos.com/bu>

# ORDER REQUEST FORM

\*Please contact your FedEx Office Center to request more order forms.  
An electronic version of this order form is available on the BU info site  
at <https://psg.kinkos.com/bu>.

## CONTACT INFORMATION

Requested by: .....  
E-mail: .....  
Tel: ..... Fax: .....  
Today's Date: ..... Time: .....  
Department: .....

## COMPLETION

DATE DUE: ..... TIME DUE: ..... ☐ am ☐ pm  
☐ Hold, will pick-up ☐ Please call when ready  
☐ FedEx Office Delivery  
Address: .....  
.....  
Building, Floor/Room/Suite No.: .....

## BILLING INFORMATION

Department: .....  
Dept. Head/Principal Investigator: .....  
Authorization: .....

### Cost Object

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### General Ledger Acct.

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Tel: ..... Fax: .....

## JOB DESCRIPTION:

IS A PROOF REQUIRED? ☐ NO ☐ YES - DATE DUE: ..... TIME DUE: ..... ☐ am ☐ pm

QUANTITY: # of Originals: ..... # of Copies Needed: ..... ☐ One-sided ☐ Two-sided ☐ As-Is

COPY COLOR: ☐ Black & White ☐ Full Color ☐ Mixed Color/B&W

PAPER SIZE: ☐ 8.5 x 11 (Letter) ☐ 8.5 x 14 (Legal) ☐ 11 x 17 (Tabloid) ☐ Other .....

PAPER TYPE: ☐ Plain ☐ Card/Heavyweight ☐ Transparency ☐ NCR (Carbonless) # of Parts: ..... ☐ Other: .....

PAPER COLOR: ☐ White ☐ Other (Color(s): ..... )

## FINISHING:

☐ 3-hole Punch

☐ Staple (Indicate one) ☐  ☐  ☐  ☐ 

☐ Collate

☐ Slipsheet Separate

☐ Folding (Indicate one) ☐ In Half  ☐ Tri-fold  ☐ Z-fold  ☐ Other: ..... Final Folded Size: .....

☐ Binding (Indicate one) ☐ Comb ☐ Coil ☐ Tape ☐ Other .....

Covers: Front: ☐ Clear ☐ Frosted ☐ Black ☐ Navy Blue ☐ Cardstock (Color: ..... )

Back: ☐ Clear ☐ Frosted ☐ Black ☐ Navy Blue ☐ Cardstock (Color: ..... )

☐ Laminate

☐ Cutting

(Finished Size: ..... # Finished Pieces: ..... )

\* If you do not see a specific option listed, please call or email to check availability

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#### Our FedEx Office contact:

Steve Cotrupi  
Corporate Account Executive  
[steve.cotrupi@fedex.com](mailto:steve.cotrupi@fedex.com)  
1.781.760.7432

#### Nearest FedEx Office locations:

FedEx Office - BU  
115 Cummington Street  
Boston, MA  
1.617.358.2679  
Mon-Fri 8AM-9PM, Sat 10AM-4PM

FedEx Office - BUMC  
715 Albany Street  
Boston, MA  
1.617.414.2679

Black & white pricing applies to 8 1/2" x 11" FedEx Office standard weight white bond paper. Color pricing applies to 8 1/2" x 11" FedEx Office standard weight white laser paper. Pricing for 11" x 17" paper is double the pricing above. Pricing and discounts do not apply to outsourced products or services, delivery charges, office supplies, notary services, shipping services, inkjet cartridges, equipment rental, conference room rental, Sony® PictureStation™, gift certificates, specialty papers, custom calendars, holiday promotion greeting cards, postage, DocStore® fees, videoconferencing, or services that may be offered in the future but are not available as of the date of this agreement. Services at hotel or convention locations are not eligible for pricing or discounts. Pickup and delivery services, where available, may be subject to delivery fees and to limitations on distance as established by FedEx Office and individual FedEx Office® Print and Ship Center locations from time to time.

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UNIVERSITY**