

## Copy Centers' exam printing order

Please complete this form and deliver it to the Copy Center with your test originals. Directions are on page 2.

Date in \_\_\_\_\_

Date due \_\_\_\_\_

### Job information

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Contact phone number \_\_\_\_\_ Job ticket completed by \_\_\_\_\_

Course number \_\_\_\_\_ Course title \_\_\_\_\_

Test date \_\_\_\_\_ Instructor \_\_\_\_\_

### Number of copies

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- \_\_\_\_\_ Total number of copies
- Copy onto... both sides of page/s \_\_\_\_\_  
one side of page/s \_\_\_\_\_
- \_\_\_\_\_ copies of Form A
- \_\_\_\_\_ copies of Form B
- \_\_\_\_\_ copies of Form C
- \_\_\_\_\_ copies of Form D (limit of four forms)

### Answer sheets

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\_\_\_\_\_ Half size    \_\_\_\_\_ Full size    \_\_\_\_\_ None

### Special instructions

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- \_\_\_\_\_ Number test books
- \_\_\_\_\_ Number answer sheets
- \_\_\_\_\_ Different paper color for each test form
- \_\_\_\_\_ Insert answer sheets
- \_\_\_\_\_ Include scratch paper
- \_\_\_\_\_ Do not collate pages # \_\_\_\_\_
- \_\_\_\_\_ Do not staple pages # \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_

### Pick-up and delivery

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#### Pick up

College or Dept. \_\_\_\_\_

Person/s authorized to pick up order: \_\_\_\_\_  
\_\_\_\_\_

OR

#### Deliver to

- \_\_\_\_\_ Biology. . .143 BB
- \_\_\_\_\_ Chemistry. . .227 CB
- \_\_\_\_\_ Education. . .N310 LC
- \_\_\_\_\_ Languages. . .111 PH
- \_\_\_\_\_ Psychology. . .E11 SSH
- \_\_\_\_\_ Sociology. . .W140 SSH
- \_\_\_\_\_ Journalism/Mass Comm. . .E305 AJB

### Billing information

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College \_\_\_\_\_

Department \_\_\_\_\_

M-number \_\_\_\_\_

(Obtain this from your department's accounting staff.)

### Order recieved

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Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

### Copy Center use only

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Job # \_\_\_\_\_ Number of originals printed on . . .two sides \_\_\_\_\_ . . .one side \_\_\_\_\_

Date printed \_\_\_\_\_ Copy Center # \_\_\_\_\_

Printed by \_\_\_\_\_ Sealed by \_\_\_\_\_

## Directions for exam printing order form

**Date in:** the date you drop off your test originals for printing.

**Date due:** the date you would like to pick up your test copies or have them delivered.

### Job information

**Contact phone number:** Phone number where you can be reached if there are questions about your order.

**Job ticket completed by:** Name of the person who completes the job ticket.

**Course title, number, instructor, and test date:** Please provide complete information.

### Number of copies

**Total number of copies:** Total number of test books you are ordering.

**Copy onto both sides or one side:** Indicate whether your test should be printed on both sides of the pages or on one side. The default is to print multiple-choice tests on both sides and essay or short-answer on one side. You can designate page numbers if your test has multiple formats.

**Forms A,B,C,D:** If you have multiple test forms, indicate how many copies of each form should be printed. The total for all forms should equal the total number of copies.

### Answer sheets

Answer sheets are available from Exam Service, or, in some cases, a central office in your department or college. *Important:* If you use full-size answer sheets and want them inserted in the test books, you must bring them with you to the Copy Center.

### Special instructions

You may have your test books and/or full-size answer sheets numbered; different test forms printed on different colors of paper; scratch paper included with each test book; and designated pages that are not collated or stapled into each test book.

### Pick-up and delivery

**Pick up:** If a runner will pick up your tests, write the name of your college or department and the name of the person/s authorized to pick up the order.

**Deliver to:** Check the appropriate box if your college or department has a central delivery location for tests.

### Billing information

**College and Department:** Names of the college and department that offer your course.

**M-number:** Account number used for billing. If you do not know it, ask your department's accounting staff.

### Order received

**Signature, Phone, and Date:** The person who receives the finished order should sign the form, and write the phone number where he or she can be reached and the date the order is picked up or delivered.

### Copy Center use only

Do not complete any information in this box.

**For more information:** contact a Copy Center staff member or visit our website: [www.uiowa.edu/printmail](http://www.uiowa.edu/printmail)

## THE UNIVERSITY OF IOWA | PRINTING AND MAILING SERVICES

Copy Center 2  
162 Mossman Business Svcs Bldg  
8 a.m. - 4 p.m.  
384-3721

Copy Center 3  
C102 Pappajohn Business Bldg  
8 a.m. - 5 p.m.  
335-0861

Copy Center 10  
180 Boyd Law Bldg  
8 a.m. - noon, 1 - 4 p.m.  
335-9138