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JOB #: \_\_\_\_\_  
 Binder Date: \_\_\_\_\_  
 THIS AREA FOR INTERNAL USE ONLY

### Customer Information

Order Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### Electronic File Information

Note: All files should be submitted in pdf format, with your last name in the title.

File Name & Format: \_\_\_\_\_ Total # of Pages: \_\_\_\_\_

### Printing Information

All Dissertations & Theses are printed 1-sided and on 50% Cotton paper unless otherwise stated in Special Instructions below.

Total # of Copies: \_\_\_\_\_ Approx # of Pages printed in **Color Ink**: \_\_\_\_\_ Approx # of Pages printed in **Black Ink**: \_\_\_\_\_

**Special Instructions/ Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Hard Back Binding Information

Spine Text: \_\_\_\_\_

Last Name, First Initial

Degree Abbreviation

Year

Choices of Binding Colors:



Most departments require the Garnet, however you can order mixed colors.

Qty: \_\_\_\_\_ Qty: \_\_\_\_\_ Qty: \_\_\_\_\_

Total To Be Bound

I understand that I am solely responsible for full payment of this order and failure to provide payment will result in my diploma being withheld until payment is rendered. I also understand that USC Quick Copy does **not** accept Credit or Debit cards and payment must be in the form of either: **Cash, Check or Carolina Card.**

Agreed By: \_\_\_\_\_ Date: \_\_\_\_\_

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Notifications:

# of Color Pages \_\_\_\_\_ x Qty \_\_\_\_\_ = \_\_\_\_\_ x 40¢ = \$ \_\_\_\_\_

# of Black Pages \_\_\_\_\_ x Qty \_\_\_\_\_ = \_\_\_\_\_ x 10¢ = \$ \_\_\_\_\_

# of Bindings Qty \_\_\_\_\_ x \$25.00 = \$ \_\_\_\_\_

Other Charges \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Cost: \$** \_\_\_\_\_

Date	Phone	Email	Initials

Payment: Cash  CarolinaCard  Check # \_\_\_\_\_ Clerks Initials

Cashier must also initial type of payment

Received By: \_\_\_\_\_ Date: \_\_\_\_\_