

COPY CENTER REQUEST FORM

Dept: _____	Name: _____	
Acct: _____	Extension: _____	
Please fill in all required fields: Number of copies: _____ Title of original (Optional): _____ Number of pages in original: _____	Please check all boxes that apply: <input type="checkbox"/> Color copier <input type="checkbox"/> Black & white copier Paper types: <input type="checkbox"/> White <input type="checkbox"/> Transparency <input type="checkbox"/> Color: _____ <input type="checkbox"/> 3-up Card: _____ <input type="checkbox"/> Cover Stock: _____ <input type="checkbox"/> Bond <input type="checkbox"/> 11x17: _____ <input type="checkbox"/> Other: use notes field <input type="checkbox"/> Legal (8.5x14): _____	Date needed: Time needed: Date submitted: Time submitted:
Please check all boxes that apply: Originals are: Copies are to be: <input type="checkbox"/> 1 sided <input type="checkbox"/> 1 sided <input type="checkbox"/> 2 sided <input type="checkbox"/> 2 sided	Staple and Collate: <input type="checkbox"/> Staple <input type="checkbox"/> Cut <input type="checkbox"/> Don't Staple <input type="checkbox"/> Fold <input type="checkbox"/> Collate (Please provide a sample) <input type="checkbox"/> Don't Collate <input type="checkbox"/> Three hole punch	
Special needs have to be turned in ONE WEEK prior to requested time. <input type="checkbox"/> Bind (19 hole) <input type="checkbox"/> Bind (4 hole) <input type="checkbox"/> Hand copy book		
Notes		

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