

# Copy Center Request

Note: Incomplete requests will not be processed.



<b>Date Needed</b>	<b>Time Needed</b>	<b># of Originals</b>	<b># of Copies</b>

Fund # \_\_\_\_\_

Bill to: \_\_\_\_\_





Personal

## Copy Request Reference

Class Name & Number _____	Department-Center _____
Please Circle: Exam    Quiz    Handout	Purpose? _____ _____ _____
Number of Copyrighted Articles to charge for _____	
Course Packet for Sale to Students _____ Instructor Copy Yes <input type="checkbox"/> No <input type="checkbox"/>	Number of Instructor Copies _____

**Special Instructions** \_\_\_\_\_

Copying Instructions: Please check all that apply. (Shaded area below to be filled out by Copy Center Personnel)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Single Sided Printing                             | <input type="checkbox"/> Transparencies  | <input type="checkbox"/> Perfect Binding Black<br>(15 to 250 sheets of paper) |
| <input type="checkbox"/> Back to Back Printing<br>(Double Sided Printing)  | <input type="checkbox"/> Tabs            | <input type="checkbox"/> Spiral Binding<br>(Red or Black)                     |
| <input type="checkbox"/> Collated Into Sets   | <input type="checkbox"/> Card Stock (65 lb. Cover)   | <input type="checkbox"/> Cutting<br>(Half or Quarters)                        |
| <input type="checkbox"/> Stack by pages (uncollated)  | <input type="checkbox"/> Color Paper _____   | <input type="checkbox"/> Fold<br>Indicate Style                               |

## Stapling

- Portrait     Landscape
- Booklet ( two staples on edge)
- Staple each section separately

3-Hole Punch Paper

Color Copies

Color Transparencies 

Fold

Indicate Style



Print In     Print Out

(This portion to be filled out by Copy Center Personnel)

Number of Originals	Number of Copies	Name	Job ID
<b>Name</b>	<b>Phone</b>	<b>Today's Date</b>	