

# Copy Center Request Form

Complete this form in it's **entirety** for any services provided in the Duplication Center and attach it to your originals. Incomplete forms will delay the process request and/or could cause the request to be completed incorrectly.

Use the **PINK** version of this form for **exams** and other items that require only the utmost of discretion  
The **White** form should be used for all other requests.

Requests will be picked up at approximately 10:30a.m. and 2:30p.m. M-F from the baskets in the following locations: LU 113, R 112B, HS 110E, S 103J, LU 203, LU 204, LU 208, S 018

Date Request Submitted: \_\_\_\_\_ Needed By: \_\_\_\_\_ Deliver to? \_\_\_\_\_

Individual Submitting request: \_\_\_\_\_ Tel. Ext: \_\_\_\_\_

Charge to Department? \_\_\_\_\_ Banner Account # \_\_\_\_\_

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> run copies on one side   | <input type="checkbox"/> Collate into sets    | <input type="checkbox"/> Cut (circle one)   |
| <input type="checkbox"/> run copies on both sides | <input type="checkbox"/> Separate into stacks | half  |
|   |   | third                                       |
| <input type="checkbox"/> B&W Copies               | <input type="checkbox"/> Staple               | quarter                                     |
| <input type="checkbox"/> Color Copies             | <input type="checkbox"/> Brass Fasteners      |   |
| <input type="checkbox"/> Transparencies           | <input type="checkbox"/> Comb Bind            | <input type="checkbox"/> Fold: (circle one) |
|   | <input type="checkbox"/> Spiral Bind          | Single                                      |
| <input type="checkbox"/> Laminate (circle one)    | <input type="checkbox"/> Book Bind S M L      | Letter                                      |
| Flush trim  | <b>NEW** spine should read.....</b>           | Accordion                                   |
| 1/4" trim   | top _____                                     |   |
| uncut   | middle _____                                  |   |
|   | bottom _____                                  |   |

Number of Copies? \_\_\_\_\_

Special Instructions: \_\_\_\_\_

### Paper Selection

- Letterhead
- Own Provided
- 3-hole punched

	Blue	Buff	Canary	Cherry	Fuschia - bright	Goldenrod	Gray	Green	Ivory	Lemon - bright	Lilac	Line - bright	Pink	Red - bright	Tan	Salmon	Turquoise - bright	White	Rag bond
8 1/2 x 11 letter paper																			
8 1/2 x 11 cover stock																			
8 1/2 x 14 legal paper																			
11 x 17 ledger paper																			
* * *	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*

### OFFICE USE ONLY

Key Operator \_\_\_\_\_ Completed: (Date) \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_ (Time) \_\_\_\_ :

_____ # of 1 sided copies on _____ originals	_____ paper @ _____ cents = \$ _____
_____ # of 1 sided copies on _____ originals	_____ paper @ _____ cents = \$ _____
_____ # of 2 sided copies on _____ originals	_____ paper @ _____ cents = \$ _____
_____ # of 2 sided copies on _____ originals	_____ paper @ _____ cents = \$ _____
_____ # of blank pages on _____	_____ paper @ _____ cents = \$ _____
Lamination ft _____ x \$.50= _____	# book bind _____ Letters on book bind _____ \$ _____