

COPY REQUEST FORM

INSTRUCTOR INFORMATION (48 HOURS MINIMUM REQUIRED):

Name: _____ Request Date: _____
 Email: _____ Desired Date: _____
 Phone #: _____ Desired Time: _____

COPY REQUEST INFORMATION:

- Copy from Original
(for exams or quizzes)
- Print from Electronic File/Email
(for non-exams/quizzes)

Number of Pages from Original : _____
 Number of Copies : _____
 Number of Versions : _____
 Number of Copies per Version : _____

Black & White Copying/Printing:

- 1-sided to 1-sided
- 1-sided to 2-sided
- 2-sided to 1-sided
- 2-sided to 2-sided

Paper Size:

- 8 ½ x 11 (letter)
- 8 ½ x 14 (legal)
- Other: _____

Paper Type:

- Regular (20 lbs.)
- Cardstock
- Other: _____

Finishing:

- Staple
- Cut: _____
- Fold: _____
- Other: _____

Paper Color:

- White
- Blue
- Canary
- Cream
- Goldenrod/Golden Glimmer
- Mint Green/Green
- Luminous Lavender/Lilac
- Pink
- Salmon

Job Description/Special Instructions/Paper Orders:

OFFICE USE ONLY:

Date Request Received:	Received By:	Authorized By:	Completed By:	Date Completed:	Date Emailed Instructor:
------------------------	--------------	----------------	---------------	-----------------	--------------------------