



**CAMPUS COPY CENTER**

<b>1) Number of Copies Requested</b> <b>2) Count All Printed Sides Of Originals</b>	<b>Request # 1</b>	<b>Request # 2</b>
	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

PHONE # \_\_\_\_\_ DATE: \_\_\_\_\_ DROP: \_\_\_\_\_ CONTACT: \_\_\_\_\_

DEPT. NUMBER	DEPARTMENT DESCRIPTION:			COPY CENTER CODE:	
ITEMS REQUESTED	COLOR PAPER 8.5 x 11	CARDSTOCK 8.5 x 11	FINISHING		
<input type="checkbox"/> Course Handouts	<input type="checkbox"/> Blue	<input type="checkbox"/> Blue	<input type="checkbox"/> 2 Part	NCR	<input type="checkbox"/> Collated
<input type="checkbox"/> Flyer	<input type="checkbox"/> Buff	<input type="checkbox"/> Canary	<input type="checkbox"/> 3 Part	NCR	<input type="checkbox"/> Cut
<input type="checkbox"/> Form	<input type="checkbox"/> Canary	<input type="checkbox"/> Green	<input type="checkbox"/> 4 Part	NCR	<input type="checkbox"/> Stapled
<input type="checkbox"/> Memo	<input type="checkbox"/> Green	<input type="checkbox"/> Ivory	<input type="checkbox"/> Glued on Side		
<input type="checkbox"/> Research	<input type="checkbox"/> Gold	<input type="checkbox"/> Salmon	<input type="checkbox"/> Glued on Top		<input type="checkbox"/> Folded
<input type="checkbox"/> Other _____	<input type="checkbox"/> Ivory	<input type="checkbox"/> White	Number of Folds →		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> Single-Sided	<input type="checkbox"/> Pink	<input type="checkbox"/> 3-Hole Punch →	White (only)		
<input type="checkbox"/> Double-Sided	<input type="checkbox"/> Salmon	<input type="checkbox"/> Overheads Standard _____	SPRIAL BINDING		
<input type="checkbox"/> Stack in Groups	<input type="checkbox"/> White	<input type="checkbox"/> Overheads Color _____	<input type="checkbox"/>	How Many _____	
<input type="checkbox"/> Standard Prints		PAPER SIZES		Comb Size _____	
<input type="checkbox"/> Color LaserJet Prints	<input type="checkbox"/> 8.5 x 11	<input type="checkbox"/> 8.5 x 14	<input type="checkbox"/> 11 x 17	(Copy Center Use Only)	

**NOTES:**

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**AUTHORIZED**

BY: \_\_\_\_\_

Final Date Needed: \_\_\_\_\_  AM  PM

Mail to whom: \_\_\_\_\_

Mail Drop if different than above: \_\_\_\_\_