



CAMPUS COPY CENTER

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

Phone # _____ DATE: _____ DROP: _____ CONTACT: _____

OPER. UNIT	FUND	DEPT. I.D.	PRODUCT	INITIATIVE	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 | <input type="checkbox"/> NCR | <input type="checkbox"/> Collated | |
| <input type="checkbox"/> Flyer | <input type="checkbox"/> Buff | <input type="checkbox"/> Canary | <input type="checkbox"/> 3 Part | <input type="checkbox"/> NCR | <input type="checkbox"/> Cut | |
| <input type="checkbox"/> Form | <input type="checkbox"/> Canary | <input type="checkbox"/> Green | <input type="checkbox"/> 4 Part | <input type="checkbox"/> 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 | | <input type="checkbox"/> 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:

AUTHORIZED
 BY: _____
 Final Date Needed: _____ AM PM
 Mail to whom: _____
 Mail Drop if different than above: _____