

DUPLICATING REQUEST FORM

DIRECTIONS:

Submit all originals on white stock paper with no staples, tears, creases or binding. Put this form (white and yellow copies) and desired copy job in the drop-off basket, or place in adjacent slot if a test is being requested. Remove the pink copy from the back of this form (3-part forms only) and keep for your records.

Information

Today's Date: _____ Date turned into the Copy Center

Date Required: _____ Please allow **at least** one business day to print.

Account Number: ____/____/____/____/____

Originator: _____ Phone: _____

Email for pick-up notification: _____

Description of Job: _____

Special Instructions: _____

Copyright Material

In submitting this copyright request, I have complied with the Copyright Law of the United States (Title 17, U.S. Code) and have submitted proper authorization, if warranted, to the Division Chair/Director in my department. Please check one:

- I have submitted a letter of permission to the Division Chair/Director in my department.
 The use of this piece falls within the Fair Use Guidelines.

Signature: _____

For COPY CENTER staff use only

Chargebacks:

_____ @ .04 _____ @ .30 _____ @ .40 _____ @ \$1.50/sq.ft.

Completed by: _____

Date: _____ Note: _____

Originals

Number of Originals: _____
If double-sided, please count each side as an original

- One-sided
 Two-sided
 Mixed (one and two-sided)

Job Completion

Quantity of Each: _____ before cut after cut

Collate One-sided Two-sided Mixed

Staple: Single Portrait Booklet

Punching: 3-Hole 2-Hole

Binding: Pad Glued Spiral Bind

Tape Bind- color of tape (black, white, red): _____

Folding: In Half Letter : Z-Fold or C-Fold (circle one)

Trim: Finished Size: _____ x _____ / Sq.Ft: _____

Paper Selection

Size: 8 1/2 x 11 8 1/2 x 14 11 x 17

Paper Selection:

- Standard Cardstock Carbonless: Sets of _____
 Burgundy Letterhead Black Letterhead

Color Selection:

- White Blue Gold Buff Green
 Ivory Pink Tan Gray Salmon
 Lilac Cherry Canary

Note: Cardstock not available in Cherry, Salmon, or Buff

Envelope

- Window Envelope with Logo Plain Envelope
 Black Logo Envelope Window- Check Envelope
 Burgundy Logo Envelope