

# Copy Center Request

Date: \_\_\_\_\_ Title of Copy Job: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date / Time Needed: \_\_\_\_\_

Department: \_\_\_\_\_

ORGANIZATION	ACCOUNT
	74110

Organization box **MUST** be filled in with the correct number →

If this is for a restricted, agency, or plant fund please write the fund number in this box →


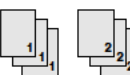
**Please Note:**

- Originals should be either 8½ x 11 or 8½ x 14. Mixed sizes cannot be collated.
- “**Number of Originals**” refers to any side of a paper that needs to be copied.
- If taped areas on originals are unavoidable, please indicate which sheets.
- Remember to remove all staples and separate the sheets.

Number of originals in job:  × How many you want:  = Total:

Standard White Copy Paper: . . .  8½ × 11 . . . . .  8½ × 14

8½ × 11 Colors			8½ × 14 Colors		Heavy Weight	
yellow	pink	goldenrod	yellow	pink	yellow	white
green	ivory	cherry	green	ivory	green	ivory
blue	buff	orchid	blue	buff	blue	gold
salmon	gray	tan	tan		gray	tan
lilac						

- Copy onto **one** side     
  Copy onto **both** sides     
  **3-Hole**
- Collate      
  Collate and **Staple**     
  Do **not** Collate 
- Cut (size  × )     
  Fold (text inside  text outside )

Special Instructions (paper color, covers, etc.):

Received by \_\_\_\_\_

Make Readies and Additions \_\_\_\_\_