

## Business & Finance

Nashville State Community College  
120 White Bridge Rd  
Nashville, Tennessee 37209



### Copy Center Request

Date:

Name:

Phone Number:

Date & Time Needed:

Department:

Room:

Organization    Account

Organization box **MUST** be filled in with 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 wants

Total:

8½ x 11 Colors			8½ x 14 Colors		Heavy Weight	
White	Lilac	Goldenrod	White	Tan	White	Gray
Yellow	Pink	Cherry	Yellow	Pink	Yellow	Ivory
Green	Ivory	Orchid	Green	Ivory	Green	Gold
Blue	Buff	Tan	Blue	Buff	Blue	Tan
Salmon	Gray					

Copy onto **one** side

Copy onto **both** sides

3-Hole

Collate

Collate and Staple

Do **not** Collate

Cut (size    x    )

Fold (single    letter    )

Binding

Special Instructions (paper color, covers, etc.)

Received by \_\_\_\_\_ Date Completed \_\_\_\_\_