

Time/Date Stamp:

My Copy Order Request is:

Standard (48 hour turn around)

Confidential Online Emergency

Teacher's Name: _____

Charge to (Dept.): _____

Number of Originals: _____

My Original(s) is:

- 1-sided:
- 2-sided:
- Book/Pamphlet

I want my copies:

- 1-sided:
- 2-sided:
- Book/Pamphlet

Number of copies Requested:

I would like my copies:

Collated = pages combined (1+2+3)

Un-collated = pages separated (1-1-1)

Stapled 3-Hole Punched

Photo/Text: (special settings to make pictures clearer)

✂ Cut in Half Scrap Paper OK

Special Requests: _____

Deliver to Rm #: _____ Place in my box: _____

Color of Paper Provided: _____

Color Paper Approval: _____

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