

## Central Copy Request Form

**NOTE: Send a CLEAN Master.**

**All material must be copy ready.**

**No staples, dark edges, tape, wrinkled pages, etc., or  
master will be returned.**

**NAME:** \_\_\_\_\_

**BUILDING:**\_\_\_\_\_ **PHONE EXT:**\_\_\_\_\_

**REQ. DATE:**\_\_\_\_\_ **NEED BY:**\_\_\_\_\_

**No. of Copies:**\_\_\_\_\_

☐ **copy one side only**

☐ **copy one side to two sides**

☐ **copy two sides to two sides**

☐ **sort (Collate) 123**

☐ **sort (Group) 111/222/333**

☐ **top left staple**

☐ **two staples on the left side**

☐ **saddle stitch (Booklet 5.5x8.5)**

☐ **three hole punch**

**Covers:** ☐ **Top** ☐ **Back** ☐ **Both**

**Laminate** ☐

**Special requests/instructions:**\_\_\_\_\_

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