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:	NAME:	
BUILDING: PHONE EXT:	BUILDING: PHONE EXT:	
REQ. DATE: NEED BY:	REQ. DATE: NEED BY:	
No. of Copies:	No. of Copies:	
copy one side only	copy one side only	
copy one side to two sides	_ copy one side to two sides	
copy two sides to two sides	_ copy two sides to two sides	
sort (Collate) 123	sort (Collate) 123	
sort (Group) 111/222/333	sort (Group) 111/222/333	
top left staple	top left staple	
two staples on the left side	two staples on the left side	
saddle stitch (Booklet 5.5x8.5)	saddle stitch (Booklet 5.5x8.5)	
three hole punch	three hole punch	
Covers:TopBackBoth	Covers:TopBackBoth	
Laminate	Laminate	
Special requests/instructions:	Special requests/instructions:	

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