

# **COPY REQUEST FORM**

## **DO NOT USE THIS FORM FOR BOOK COPY REQUESTS**

### **\*OFFICE SERVICES COPY POLICY\***

- Processing time for regular documents (under 50 pages) is 24 hours.
- **Larger or multiple documents may require additional time.**
- Emergency copy requests will be accepted on a case by case basis, depending on existing workload.

Date Submitted: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Job requests are scheduled by priority.  
Please provide an actual date and not ASAP.

Name: \_\_\_\_\_

Extension: \_\_\_\_\_

Program or Dept. \_\_\_\_\_

ORG/Index: \_\_\_\_\_

### **SPECIAL INSTRUCTIONS:**

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### **PLEASE CHECK ONE:**

- Email when ready
- Return to my department mailbox
- Hold for student purchase

Number of Pages: \_\_\_\_\_

Is Original Double-sided?    Y    N

Number of Copies: \_\_\_\_\_

### **CIRCLE ALL THAT APPLIES**

Single-Sided    Double-sided

Stapled    3-hole punch

Black Ink Copies    Colored Ink Copies

### **PAPER SELECTION**

#### **8 ½ "x 11"(Standard / Letter Size)**

White	Pastel Green	Electric Red
Tan	Pastel Blue	Lime Green
Buff	Pastel Yellow	Blue
Ivory	Pastel Pink	Teal
Purple	Goldenrod	Yellow
Very Pink	Gray	Green
Cherry	Orange	Salmon

**8 ½" x 14" (Legal)** available in White only

**11" x 17" (Ledger)** White    NeonYellow    NeonOrange  
NeonBlue    NeonPink

### **Special Print Mediums**

#### **Card Stock 8 ½" x 11" (Standard / Letter Size Only)**

67lb Pastel Blue Vellum    90lb Pastel Blue

110lb White    Canary Yellow    Ivory    Pastel Green

#### **Transparency (8 ½ x 11 only)**

Black & White Print    Color Print

#### **MIIS Letterhead 8 ½ x 11**

#### **Resume Paper- 25% Cotton / 24 lb. Bond**

Ivory    Bright White-Acid free

# OFFICE SERVICES JOB COMPLETION FORM

Requestor: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Circle One: Emailed Print Request (RETURNED WITH COPY OF EMAIL REQUEST)  
Copies (from books/magazines or paper hardcopy- RETURNED WITH ORIGINALS)  
Transparencies • Lamination • Binding

**RETURN TO DEPARTMENT \_\_\_\_\_ MAIL BOX**  
(Department Name)

**WILL PICK UP AT O.S.**

Please email when ready and place in wire bin under service counter.

**HOLD @ OS FOR PURCHASE**

Pages \_\_\_\_\_ X Single Sided B/W = .05¢ Double Sided B/W= .10¢

Single-Sided Color Print = .50¢ Double-Sided Color= \$1.00

Résumé Paper	add \$1.00 per sheet to above prices
Cardstock Paper	add \$1.00 per sheet to above prices
Transparencies	add \$1.00 per sheet to above prices
Binding	\$2.00 per binding
Lamination	\$ 2.00 per sheet

AMOUNT DUE: \$ \_\_\_\_\_

**COURSE MATERIALS**

Professor: \_\_\_\_\_

Course Name: \_\_\_\_\_

Student Price Per Course Packet \$ \_\_\_\_\_

**Request Completed by** \_\_\_\_\_