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:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

PLEASE CHECK ONE:
☐ Email when ready
☐ Return to my department mailbox
☐ Hold for student purchase
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 ____________________