

Request for Copies

1. Title of Document or File Name

2. Requester's Name/Phone No.

3. Date Received

4. Date Due

5. Original Pages

6. Copies

7. Stapled

Yes No

8. 3-Hole Punch

9. Other

10. Copies Made

11. Size of Paper (Check One)

One Sided

8-1/2" x 11"

Two Sided

8-1/2" x 14"

11" x 17"

12. Output

Color Copies
Black & White

9. Pick-Up Location

EC MC WC

Approved by
Department Head

Yes No

External Distribution?

Yes No

If yes, MPR approved?

Yes No

Signature

Date

Limitations

1. Staff will not duplicate copyrighted material without written authorization from the copyright holder.
2. Staff will not duplicate original documents/products, which are not for official use.

*** Customers are requested to pick up printed material within 3 business days of completion.**