

Copy Center Order Form



Requested By: _____ Org # to charge _____

Date of Request _____ Date Needed _____

Pick-up Notification: E-mail Put in Mailbox Call Extension _____

Job #1

of Originals _____ # of Copies _____ Print: Black&White _____ Color _____

Paper Size _____ Paper Color(s): _____

Paper Type(s): _____

Special Request(s): Double Sided Stapled 3-hole Binding Laminated

Job #2

of Originals _____ # of Copies _____ Print: Black&White _____ Color _____

Paper Size _____ Paper Color(s): _____

Paper Type(s): _____

Special Request(s): Double Sided Stapled 3-hole Binding Laminated

Job #3

of Originals _____ # of Copies _____ Print: Black&White _____ Color _____

Paper Size _____ Paper Color(s): _____

Paper Type(s): _____

Special Request(s): Double Sided Stapled 3-hole Binding Laminated

Office Use Only

Received by _____ Date _____

Order Complete Notification to _____ Date _____

Org # _____