



COPY CENTER REQUEST FORM

8.5 x 11 **WHITE** paper with **BLACK** print is the default option for **ALL** copies.

Please give detailed information of what you need below.

Today's Date:	Requested by:	Number of Copies:	Room #:	Ext. #	School	Date Needed:
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8.5x14 (Legal) 11x17 (Ledg) 12x18 Reduce Enlarge Darken Copy Lighten Copy	CARDSTOCK Color Cardstock Provided Front Cover Cardstock Back Cover Cardstock Color Paper Provided Same Copy Both Sides Exactly as Original	1 sided 1-2 sided 2-2 sided 2-1 sided Cut Glue Cut & Glue into pad	 Numerical Order Collated/Sorted	 Each page/packet a separate pile Uncollated/Stacks
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 Stapled	Turn into Small Book (5.5x8.5 finished size)	 Comb Bound	 Single Fold Double Fold Irregular Accordion Fold Letter Fold Accordion Fold Gate Fold Cross Fold Cross Single Fold Cross Letter
 Booklet Stapled	Turn into Large Book (8.5x11 finished size)	 3-Hole Punch	
 Double Top Stapled	 Stapled & Folded in half	 2-Hole Top Punch	

Copies with COLOR print (COLOR print copies are 8.5x11 - \$.10 per page or 11x17 - \$.20 per page)

Budget Code _____ Supervisor Approval Signature _____ Other Billing Instructions: _____ Date Copies Delivered _____ Copy Coordinator Signature _____	COPY CENTER USE ONLY Total number of pages copied 8.5x11 - \$10 each 11x17 - \$.20 each 1 sided _____ 2 sided _____ x 2 = _____ Total _____ x \$ _____ = _____
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If it is a large job, please call or email me to ensure that I have time to get your project done by the date you requested. dwesala@gfalls.wednet.edu 360.283.4510 or ext. 7132 Diane Wesala, Copy Center Coordinator	Special Instructions:
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