



# Copy Center Request Form

\*TODAY'S DATE: \_\_\_\_\_

\*NAME: \_\_\_\_\_

\*PHONE #: \_\_\_\_\_

\*DUE DATE: \_\_\_\_\_

\*DEPARTMENT: \_\_\_\_\_

BUILDING: \_\_\_\_\_

*Minimum of 24 Hour Turnaround Time Required*

*\*Required fields must be completed to complete request*

I will PICK UP

Test/Confidential

Time job needed

Job description:

Please DELIVER

\_\_\_\_\_ AM \_\_\_\_\_ PM

Black/White Copies

Color Copies

# of Pages per Original: \_\_\_\_\_

\*# of Sets Requested: \_\_\_\_\_

Paper Sizes

Format

Paper (Please specify color)

8½ x 11

Single Sided

Standard White

3-Hole Punch

8½ x 14

Double Sided

Pastel: \_\_\_\_\_ color

Cardstock: \_\_\_\_\_ color

11 x 17

Transparencies

Astro: \_\_\_\_\_ color

Other: \_\_\_\_\_

Finishing Requirements

Collate

Staple:

Coil Bind

Covers: \_\_\_\_\_ color

Fold: \_\_\_\_\_

Uncollate

GBC Bind

Cut (size): \_\_\_\_\_ Total after cut: \_\_\_\_\_

Slip Sheet Sets

Tape Bind

Pad (sheets per): \_\_\_\_\_

**IKON use only**

Operator: \_\_\_\_\_

Date/Time: \_\_\_\_\_

QC'd By: \_\_\_\_\_

# of Impressions: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_