

**COPY REQUEST**

date submitted: \_\_\_\_\_

date requested: \_\_\_\_\_

name: \_\_\_\_\_ room #: \_\_\_\_\_

phone #: \_\_\_\_\_

# of copies: \_\_\_\_\_ # of originals: \_\_\_\_\_

master copy #: \_\_\_\_\_

**Please check the appropriate line.**

\_\_\_\_\_ exactly like originals

\_\_\_\_\_ collated \_\_\_\_\_ uncollated

\_\_\_\_\_ single sided to single sided

\_\_\_\_\_ stapled 1 2 (circle which one needed)

\_\_\_\_\_ single sided to double sided

\_\_\_\_\_ hole punched

\_\_\_\_\_ double sided to double sided

\_\_\_\_\_ other \_\_\_\_\_  
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