Copy Request Form

Requestor's name: _____

Today's date: _____

Course and Section #: _____

Number of copies needed: _____

Date and time needed by: _____

Date and time test will be given: _____

Paper color requested: _____

Please circle one: Front/Back

Single-sided

Please circle one for stapled jobs: "Green" Staple-less stapling (much slower)

"Traditional" Metal stapling

Any additional instructions:

_____

_____

_____

_____