

Three Rivers Community College

copycenter@trcc.commnet.edu

Copy Center (XT 59029)

Copy Request Form

Requested By: _____ Department: _____ Phone Number: _____

Date/Time Submitted: _____ Date/Time Required: _____

(Please allow **3 business days** for all jobs)

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# of pages of ORIGINALS: \_\_\_\_\_ Are Originals double sided? Y\_\_ N\_\_ # OF COPIES: \_\_\_\_\_

Collated \_\_\_\_\_ Uncollated \_\_\_\_\_ (If uncollated is each original/page copied to be placed into separate stacks?) \_\_\_\_\_

**DOUBLE SIDED:** 1-1 \_\_\_\_\_ 1-2 \_\_\_\_\_ 2-1 \_\_\_\_\_ 2-2 \_\_\_\_\_

**STAPLED:** 1 Staple: Left \_\_\_\_\_ or Right \_\_\_\_\_ 2 Staples: Top \_\_\_\_\_ or Side \_\_\_\_\_

**HOLE PUNCHED:** 2 Holes: \_\_\_\_\_ 3 Holes: Left \_\_\_\_\_ or Right \_\_\_\_\_ or Top \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

### Special Options

**Color Paper:** Blue: \_\_\_\_\_ Yellow: \_\_\_\_\_ Pink: \_\_\_\_\_ Green: \_\_\_\_\_ Ivory: \_\_\_\_\_

**Special Paper:** 8.5 x 14 (legal) \_\_\_\_\_ 11 x 17 \_\_\_\_\_ Card Stock (heavier): 8.5 x 11 \_\_\_\_\_ 11 x 17 \_\_\_\_\_

**Booklet Binding:** \_\_\_\_\_ Number pages? Yes (where?) \_\_\_\_\_ No \_\_\_\_\_

\*For more detailed booklet binding and other folding jobs please see Fold/Mail request form

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Copy Center Staff Use Only

Completed By: _____ Date/Time: _____

Date Notified: _____ By Phone: _____ By Email: _____