COPY REQUEST FORM
DO NOT USE THIS FORM FOR BOOK COPY REQUESTS

"OFFICE SERVICES COPY POLICY"

● Processing time for regular documents (under 50 pages) is 24 hours.

● Larger or multiple documents may require additional time.

● Emergency copy requests will be accepted on a case by case basis, depending on existing workload.

Number of Pages: __________________

Is Original Double-sided? Y  N

Number of Copies: __________________

CIRCLE ALL THAT APPLIES

Single-Sided  Double-sided

Stapled  3-hole punch

Black Ink Copies  Colored Ink Copies

PAPER SELECTION

8 ½ " x 11" (Standard / Letter Size)

White  Pastel Green  Electric Red
Tan  Pastel Blue  Lime Green
Buff  Pastel Yellow  Blue
Ivory  Pastel Pink  Teal
Purple  Goldenrod  Yellow
Very Pink  Gray  Green
Cherry  Orange  Salmon

8 ½ " x 14" (Legal) available in White only

11" x 17" (Ledger) White  NeonYellow  NeonOrange
                                      NeonBlue  NeonPink

Special Print Mediums

Card Stock 8 ½ " x 11" (Standard / Letter Size Only)

67lb Pastel Blue Vellum  90lb Pastel Blue

110lb White  Canary Yellow  Ivory  Pastel Green

Transparency (8 ½ " x 11 only)

Black & White Print  Color Print

MIIS Letterhead  8 ½ " x 11

Resume Paper- 25% Cotton / 24 lb. Bond

Ivory  Bright White-Acid free

SPECIAL INSTRUCTIONS:

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PLEASE CHECK ONE:

☐ Email when ready

☐ Return to my department mailbox

☐ Hold for student purchase
OFFICE SERVICES
JOB COMPLETION FORM

Requestor: ________________________________

Date Completed: ________________________

Circle One: Emailed Print Request (RETURNED WITH COPY OF EMAIL REQUEST)
Copies (from books/magazines or paper hardcopy- RETURNED WITH ORIGINALS)
Transparencies ● Lamination ● Binding

RETURN TO DEPARTMENT __________________MAIL BOX
(Department Name)

WILL PICK UP AT O.S.
Please email when ready and place in wire bin under service counter.

HOLD @ OS FOR PURCHASE

Pages _____ X Single Sided B/W = .05¢ Double Sided B/W = .10¢

Single-Sided Color Print = .50¢ Double-Sided Color = $1.00

Résumé Paper add $1.00 per sheet to above prices
Cardstock Paper add $1.00 per sheet to above prices
Transparencies add $1.00 per sheet to above prices
Binding $2.00 per binding
Lamination $2.00 per sheet

AMOUNT DUE: $__________________________

COURSE MATERIALS

Professor: ______________________________
Course Name: ___________________________
Student Price Per Course Packet $__________

Request Completed by __________________________