

Is this copyrighted material? yes no If " No," proceed to fill out information section below.

If yes, is it within the guidelines for copyrighted material? yes no

(To review the guidelines, ask for a copy from Office Services)

Signature of individual requesting this copyrighted material: _____

Account Name				Account Number						Date								
Number of Pages		Number of Copies			Back to Back			Date Due										
Paper/Type/Color				Size	Letter	Legal	Ledger	Other	Laminate									
									Letter			Legal			Ledger			
Collate		Pad	Cut	Fold			Staple		Punch	GBC Spiral Binding	Office Services Charges							
Yes	No			Z fold	Regular	Half	Side	Corner			Run							
Description/ Instructions:										Tabbing			Paper					
										Collate			Staple			Fold		
										Cut			Misc.			Total		
										Requested By:								

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