



## Reprographics Request Form

Job #: \_\_\_\_\_ Date Received by Reprographics \_\_\_\_\_ Date Required \_\_\_\_\_  
 Delivered \_\_\_\_\_ Pick Up \_\_\_\_\_

**Requested By:**

Instructor \_\_\_\_\_ Department \_\_\_\_\_ Cost Center \_\_\_\_\_

Email address \_\_\_\_\_ Phone \_\_\_\_\_

Course title \_\_\_\_\_ Course number \_\_\_\_\_

Number of students in class \_\_\_\_\_ (approximate, if registration incomplete)

Location \_\_\_\_\_ Delivery Location \_\_\_\_\_

Authorization Signature \_\_\_\_\_ Print \_\_\_\_\_

**Job Description:**

# of Pages \_\_\_\_\_ # of Copies \_\_\_\_\_

Paper Size: Letter (8.5 x 11) \_\_\_\_\_ Legal (8.5 x 14) \_\_\_\_\_ Other \_\_\_\_\_

Black & White \_\_\_\_\_ Color \_\_\_\_\_ Confidential \_\_\_\_\_

Collated \_\_\_\_\_ Stapled \_\_\_\_\_ Folded \_\_\_\_\_ 3-Hole \_\_\_\_\_ Bound \_\_\_\_\_

Test \_\_\_\_\_ Single Sided \_\_\_\_\_ Double Sided \_\_\_\_\_ Paper Color \_\_\_\_\_

Copyrighted Material Yes \_\_\_\_\_ No \_\_\_\_\_

By selecting No, you are acknowledging that the material IS NOT copyrighted!

*If Yes PLEASE refer to the Copyright Compliance Agreement below*

*Please remember to attach your permission form from the publisher!*

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

**Note: All originals for request must be print ready**

- All staples and paper clips must be removed
- No books or magazines will be copied ( No copies made from the Glass)
- All originals should be on standard 20 pound paper
- Do not fold originals
- Originals should be numbered

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3. The nature of the copyrighted work;
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Instructor's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_