



Req#:

DUPLICATING SERVICES PRINTABLE COPY CENTER REQUISITION

Please note: Making copies or reproductions of previously printed material is subject to the provisions of the copyright act of October 17, 1975, title 17 U.S. code. This applies to making copies on the convenience copiers as well as work submitted on requisition. By submitting this order the requisitioner assumes liability for any possible infringement of the copyright law.

Today's Date:

Date/Time needed:

Contact Person:

Department:

Building:

Room Number:

T.U. Zip:

Phone Number:

Originals	Copies	Printed On	Staple	Collate	Three Hole Punch
No. of Originals	No. of copies per original	1 Side 2 Sides	Yes No	Yes No	Yes No

Paper	Covers	Binding	Finishing
Size	Options	Method	Folding
Paper Color	Cover Color	Color	Transparency Overheads
Weight	Weight	Full Color Copies	

Additional Instructions:

Charge Account Number:

Print Authorizing Name:

Authorizing _____

The above signature authorizes direct charge against the account number listed above. This order will not be accepted without appropriate signature and account number.

Deliver to (if different from above address):