

Copy Request - Midwood HS

Name: _____

Department: _____

Date Submitted: _____

Period/Time Submitted: _____

Date Needed: _____

You should plan on providing 48 hours of turnaround time for copy requests. The copy center staff is doing everything they can to get your request completed in a timely fashion but there can always be machine glitches and unexpected circumstances. Exams will be given priority whenever possible.

- Alan Stack, A.P.O.

of Originals: _____

of Copies/Sets: _____

Check the appropriate boxes below. Please understand if this not filled out the request may be unclear and placed back in your mailbox.

CHOOSE ONE:

ONE SIDED (1—1)

BACK TO BACK (1—2)

BACK TO BACK (2—2)

COLLATED? YES _____ No _____

If requesting collated, should it be STAPLED? YES _____ NO _____

IF THIS IS AN EXAM PLEASE CHECK THIS BOX:

PLEASE INDICATE BELOWIF THERE ARE ANY SPECIAL REQUESTS.