

Copy Center Request Form

Phone: 745-9739 x4 • Fax: 907-745-9711

Email: msc.copy.center@alaska.edu

Please allow 3 days turnaround time.

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Title or type of Original: <input type="checkbox"/> Confidential		Date Submitted:
Original Consists of _____ pgs <i>(Count both sides of a 2-sided document)</i>	Sets of Copies:	Date Needed:
		Time Needed:

Step 2 Job Finishing and Special Instructions:

Black & White Only	Print in Color	Colored Paper (Specify color)	Large-Scale printing (please specify size) 24" max height or width depending on orientation	Laminate	
2 sided	1- sided <i>Reason Required in Special Instructions</i>	3-hole punch	Transparency	Scantron	Scan
Single left staple	Single right staple	2-hole punch	Bi-Fold	Tri-Fold	Booklet Format

Special Instructions: NOTE: other services available--please inquire at 745-9739 x4

Step 3 Customer Information:

Name:	Department:
Course (Subj/Course #/Section):	Number of students enrolled:
Signature:	Contact Number:

Copy Center Use Only

Fund:	Org:	Acct:
Total Copies:		