

# Copy Request Form

Copy Center Operator Gloria Joseph \* [mcscopycenter@gmail.com](mailto:mcscopycenter@gmail.com) \* 304-291-9277

**B&W Copies**       **Color Copies** requires a PO#: \_\_\_\_\_

**NCR Copies:**      **2 Part** \_\_\_\_\_ **3 Part** \_\_\_\_\_ **4 Part** \_\_\_\_\_ **5 Part** \_\_\_\_\_

Today's Date \_\_\_\_\_ Date Needed \_\_\_\_\_

Requestor \_\_\_\_\_ Phone # \_\_\_\_\_

School \_\_\_\_\_ Principals Signature \_\_\_\_\_

No. Of Originals Pages in Document \_\_\_\_\_

No. Of Copies Requested \_\_\_\_\_

(e.g. 100 copies of a 10 page document will be 100 No. of copies Requested.)

Description \_\_\_\_\_

Special Instructions:

\_\_\_\_\_

**Type and color of paper required: (Standard weight paper is 20 pounds; Cardstock paper is 65 pounds)**

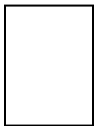
**Document:**    **Color** (White, Your Choice of Color or Copy Center Choice): \_\_\_\_\_  
                   **Paper Weight** (Cardstock, Plain Paper or Copy Center Choice): \_\_\_\_\_

**Cover (s):**    **Color** (White, Your Choice of Color or Copy Center Choice): \_\_\_\_\_  
                   **Paper Weight** (Cardstock, Plain Paper or Copy Center Choice): \_\_\_\_\_

**Binding :**

**Portrait**

**Landscape**



**Stapling** (Single, Double or None): \_\_\_\_\_

**Tape Bind** (For documents at least 100 pages or more) \_\_\_\_\_

**3 Hole Punch** \_\_\_\_\_

**2 Hole Punch** \_\_\_\_\_

**Page Size**

**Assemble**

**Simplex / Duplex**

**Finishing**

8.5 X 11 \_\_\_\_\_

Collated (123, 123) \_\_\_\_\_

1 sided to 1 sided \_\_\_\_\_

Cut ½ Sheet \_\_\_\_\_

8.5 X 14 \_\_\_\_\_

Uncollated (111, 222, 333) \_\_\_\_\_

1 sided to 2 sided \_\_\_\_\_

½ fold \_\_\_\_\_

11 X 17 \_\_\_\_\_

2 sided to 2 sided \_\_\_\_\_

C fold \_\_\_\_\_

2 sided to 1 sided \_\_\_\_\_

Z fold \_\_\_\_\_

*To ensure that your order is completed correctly and on time, please include all printing instructions. The principal must sign off on the request. If your order incurs a color copy charge, a PO number MUST be obtained from your school secretary before any work is done. When paying, your school needs to issue a check made payable to Monongalia County Schools and sent to Holly Hess in the BOE business office, along with a copy of your bill. Thank You.*

**Copy Center Use Only:**

Date Received \_\_\_\_\_

Date Completed \_\_\_\_\_