



Ursinus College - Copy Center

610-409-3284

Located in the *Facilities Building*

Hours: 8:30 am to Noon

www.copycenter@ursinus.edu

WORK REQUEST

(Please fill out completely or your request may be delayed!)

Date: _____ Date Required: _____ Time: _____

Deliver to (name of department): _____ Will Pick Up: _____

No. of Originals: _____ *(Use separate form for add'tl originals.)* No. of Copies of Each: _____

REQUIREMENTS

Copies: B&W _____ Color _____	Staple: One _____ Two _____
Print: 1 sided _____ 1 sided - 2 _____ 2 sided - 2 _____	Cut: to yield _____
Fold: Booklet _____ Trifold C _____ Trifold Z _____	3-Hole-Punch: _____
Size: 8.5 x 11 _____ 8.5 x 14 _____ 11 x 17 _____	Spiral Bind: _____
Carbonless: 2Part _____ 3Part _____ 4Part _____	Pad: Sheets per pad _____

PAPER STOCK

Standard 8.5x11	8.5x14	11x17	Vellum 8.5x11	Cover 8.5x11
white _____	_____	_____	cherry _____	white _____
blue _____	_____	_____	gold _____	blue _____
buff _____	_____	_____	gray _____	red _____
canary _____	_____	_____	ivory _____	gold _____
cherry _____	_____	_____	green _____	ivory _____
pink _____	_____	_____		cherry _____
goldenrod _____	_____	_____	Letterhead _____	green _____
green _____	_____	_____		canary _____
dk green _____	_____	_____		peach _____
salmon _____	_____	_____	Specialty 8.5x11	
turquoise _____	_____	_____	ginger _____	
ivory _____	_____	_____	marble _____	
lemon _____	_____	_____		
tan _____	_____	_____		
red _____	_____	_____		
orchid _____	_____	_____		

Requesting Department: _____

Requested By: _____

Xerox Number: _____

Phone Extension Number: _____