



# Ursinus College - Copy Center

610-409-3284

Located in the *Facilities Building*

Hours: 8:30 am to Noon

[www.copycenter@ursinus.edu](http://www.copycenter@ursinus.edu)

## SUPPLY REQUEST

Date: \_\_\_\_\_ Date Required: \_\_\_\_\_ Time: \_\_\_\_\_  
 Deliver To (Department): \_\_\_\_\_ Will Pick Up: \_\_\_\_\_

### ENVELOPES

*One box = 500 envelopes; One case = 2500 envelopes*

#10 Ursinus Regular (4.5 x 9.5) \_\_\_\_\_  
 #10 Ursinus Window (4.5 x 9.5) \_\_\_\_\_  
 #9 Ursinus Postage Return (3-7/8 x 8-7/8) \_\_\_\_\_

### LOOSE ENVELOPES ONLY

9 x 12 # \_\_\_\_\_  
 10 x 13 (old logo) # \_\_\_\_\_

### PAPER STOCK

*One ream = 500 sheets; One case = 5000 sheets*

	Ream	Case		Ream	Case	
Letterhead	_____	_____	Copy Paper 8.5 x 11	_____	_____	Notepads _____ (# of pads)
Blank 2 <sup>nd</sup> sheet	_____	_____	Copy Paper 8.5 x 14	_____	_____	
			Copy Paper 11 x 17	_____	_____	

### REAMS ONLY

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

Requesting Department: \_\_\_\_\_

Requested By: \_\_\_\_\_

Xerox Number: \_\_\_\_\_

Phone Extension Number: \_\_\_\_\_