

REQUEST FOR COPY SERVICE

FOUNDER'S NORTH COPY CENTER		JOB# _____
AUTHORIZED SIGNATURE (PRINT NAME)	DATE REQUESTED / /	DATE REQUIRED / / A.M. P.M.
REQUESTED BY	NOTIFY EXTENSION#	ACCOUNT#
TOTAL COPIES	INSTRUCTIONS	
NO. ORIGINALS	NO. COPIES PER ORIGINAL	
<input type="checkbox"/> ONE SIDED COPIES <input type="checkbox"/> TWO SIDED COPIES		
	COLLATE	
	STAPLE UPPER LEFT (AUTO OR HAND)	
	3 - HOLE PAPER	
	COLOR PAPER	
	COVERS	
	GBC BIND	
	SPIRALS	
	OTHER	
	COPY CHARGE	
	TOTAL CHARGES \$	

COPYRIGHT NOTICE
 THE COPYRIGHT LAW OF THE UNITED STATES GOVERNS THE MAKING OF
 PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL.
 THE COPY CENTER RESERVES THE RIGHT TO REFUSE TO ACCEPT COPYING
 ORDERS IF, IN ITS JUDGEMENT, THE COPYRIGHT LAW WOULD BE VIOLATED.

355.3 (11/96)

DATE COMPLETED

/ /
