

# The Evergreen State College Copy Center Request

# 39277

222998

\_\_\_\_\_ Date of Request    \_\_\_\_\_ Date Needed    \_\_\_\_\_ Your Name    \_\_\_\_\_ Phone ext.    \_\_\_\_\_ Account ID #

\_\_\_\_\_ Department or Program    \_\_\_\_\_ Title or Subject Content

Number of originals    Copies Needed    Paper Type/Color

COPY:     One Side     Both Sides     Per Original

PAPER:     8.5 x 11     8.5 x 14     11 x 17

COVERS:     Front & Back     Front Only    \_\_\_\_\_  
Cover Color/Type

**Finishing Requirements:**

Collate     Staple     Collate/Staple per section

Cutting - Finished Size \_\_\_\_\_

Folding -     Type in     Type Out  
                           1/2             1/3             1/4     per sample

Binding -     19 Ring     Velo

Drilling -     3 Hole     Other \_\_\_\_\_

Padding -     50/pad     100/pad     Chipboard

Laminate     3 mil             5 mil             10 mil

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Forms Sales: \_\_\_\_\_

Call When Completed - Phone ext. \_\_\_\_\_

Deliver to Faculty Mail Stop: \_\_\_\_\_

Distribution through Campus Mail:  
                   Staff & Faculty                     Faculty Only  
                   Staff Only                             One per Mail Stop

**CHARGES**

Copy Charges  
(approximate)  
Billed Electronically

Paper Charges

Finishing Total

Forms Charges

**TOTAL**  
(Billed Manually)

Questions about  
Copy Services?  
Call ext. 6848