

SC COPY CENTER FORM

***REQUIRED FIELDS**

*Name: _____ *Dept/ASN #: _____

*Building: _____ *Date Needed: _____ *Number of Copies: _____

CIRCLE CHOICE IN EACH CATERGORY:

Paper Size:

8.5x11 8.5x14 11x17

*Paper Color:

Blue Canary Goldenrod Green Pink White

*1-sided 2-sided

Options:

Stapled Upper Left Corner

2 Staples on 1 side

Landscape

Collated

Uncollated

3 Hole Punch

SPECIAL INSTRUCTIONS: