

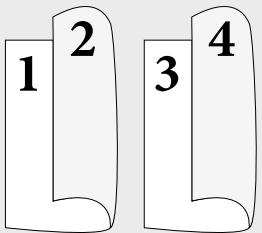
Copy Services Request Form

Office of Printing Services LC – Room 110
 Monday - Friday 7:30 a.m. - 5:00 p.m.

OFFICE USE ONLY

Phone: (864) 388-8298 • Email: copyservices@lander.edu (*click to email us)
 *email link helpful hint: set Outlook as your default email in app settings

www.lander.edu-Printing Services (hyperlinked to our webpage)



of Pages

(for hard copies dropped off in person, if original is already 2-sided, it's 2 pages. ***Finishing options below .

of COPIES needed of this document.

Date: _____

Submitted by: _____

Department: _____

Index #: (required) _____

Description: _____


Ink	Paper Weight
Black/white	*Optional, default is regular 20lb
Color	Regular (20lb bond)
Both	Medium *Gloss
	Heavy (cardstock) * Only available in medium & cardstock weight


Confidential: YES NO

Paper Size	Paper Color	Bright Paper Colors
8.5" x 11" letter	White	Bright Yellow
8.5" x 14" legal	Blue	Bright Orange
11" x 17" tabloid	Yellow	Bright Pink
12" x 18" poster <small>* Only available in cardstock</small>	Pink	Bright Blue
13" x 19" poster <small>* Only available in cardstock **not available in GLOSS</small>	Green	Bright Purple
GANG UP *fit as many of my document on 1 larger sheet to save me money. How many individual cards do you need? _____	Cream	Deep Green
	Grey	Bright Red
	Lavender	
	Golden	

Finishing Options


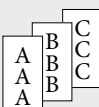
Make Front/Back Portrait flip flip Head to Tail





Staple Staple Double-Left

3-Hole Punch

Collate  Stack Sort 

Cut 1/2 1/3 1/4

Fold: 1/2 1/3(letter fold)

Lamination _____

Pad How many Pads _____

Bind (GBC Plastic ring bind)

clear cover cardstock covers

Outsource Spiral PlastiCoil binding, call for details.

Saddle Stitch Booklet/Program

Only available in 5.5" x 8.5" or 8.5" x 11" booklet.
 Call for details. These are like little stapled books.

****Additional colors, papers and paper weights available. Call with questions 388-8298**

Additional Instructions or notes: click below to leave us a note...

Picked up by: _____