

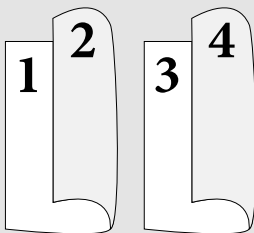


# Copy Services Request Form

OFFICE USE ONLY

Office of Printing Services LC – Room 110

Phone: (864) 388-8298 • Email: [copyservices@lander.edu](mailto:copyservices@lander.edu)  
[www.lander.edu/Business-Administration/Printing-Services.aspx](http://www.lander.edu/Business-Administration/Printing-Services.aspx)



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Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

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

Index #: (required) \_\_\_\_\_

Description: \_\_\_\_\_

Confidential:    YES    NO

I certify this material is **NOT** copy protected and I have permission required for reproduction.

**Ink**  
*(circle one)*

Black/white

Color

**Paper Weight**  
*\*Optional, default is regular 20lb*

Regular (20lb bond)

Medium

Heavy (cardstock)

**Paper Size**  
*(circle one)*

8.5" x 11" letter

8.5" x 14" legal

11" x 17" tabloid

12" x 18" poster

13" x 19" poster

**Paper Color**  
*(circle one)*

White

Grey

Blue

Yellow

Pink

Lavender

Green

Cream

**Finishing Options**  
*(circle choices)*

Front/Back

Stapled

3-Hole Punch

Collate/Make sets

Cut (10¢ per cut)

Fold: 1/2 1/3 1/4

Lamination

Pad

**\*\*Additional colors, papers and paper weights available. See our website or call with questions 388-8298**

**SCANNING OPTIONS**

# Pages(sides): \_\_\_\_\_ Email Address: \_\_\_\_\_

Additional Instructions: \_\_\_\_\_

Picked up by: \_\_\_\_\_