

Talmudical Academy Copy Center Request Form

Requestor's Name: _____

- | | | | |
|--------------------------|-------------------|--------------------------|----------------|
| <input type="checkbox"/> | Elementary School | <input type="checkbox"/> | Administration |
| <input type="checkbox"/> | Middle School | <input type="checkbox"/> | Auxiliary |
| <input type="checkbox"/> | High School | <input type="checkbox"/> | APA |

Date Request Made:

M T W Th F

Date Needed:

M T W Th F

Please allow 24 hours for a task to be done properly; however, large, multi-page projects will need a longer turnaround time. Please discuss these requests with our staff to determine the time needed.

Dark or heavy borders or blocks of ink should be avoided.

of Originals: _____

of Copies Needed: _____

Special Instructions

Please check each box that applies

- | | | |
|--|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Back to back <i>(please note: back to back copying saves paper)</i> | <input type="checkbox"/> Collated | <input type="checkbox"/> Not Collated |
| <input type="checkbox"/> 3-hole punched: <input type="checkbox"/> L <input type="checkbox"/> R | <input type="checkbox"/> Card Stock | |
| <input type="checkbox"/> Stapled: <input type="checkbox"/> Top <input type="checkbox"/> Side | <input type="checkbox"/> | |
| <input type="checkbox"/> L <input type="checkbox"/> R | | |
| <input type="checkbox"/> 1 Staple <input type="checkbox"/> 2 Staples | | |

Paper color: _____

White (Please note: white is 1/2 the cost of color paper)

Color: _____

Paper size:

8 1/2 X 11 (Standard)

Other: _____

Front/back cover: _____

Special Instructions: _____

Other: _____

- Send over Hold for pick up

For office use only

Completed by: _____

Date: _____