

Quick-Copy Request

Use this form for:

Up to 5,000 black & white production units.

Up to 1,250 color production units.

Production Unit = Number of pages X Number of copies. **NOTE:** Each sheet of paper counts as 2 pages.

A completed HUD-20 is required for ALL other copying above these limits.

Quantity	Size	Binding	Copy Position
No. of Pages	<input type="checkbox"/> 8.5 x 11"	<input type="checkbox"/> One Staple	<input type="checkbox"/> One Side
	<input type="checkbox"/> 8.5 x 14"	<input type="checkbox"/> Two Staples	<input type="checkbox"/> Two Sides
No. of Copies		<input type="checkbox"/> 3-Hole Drill	NOTE: Place blank sheets for blank pages.
<input type="checkbox"/> Black & White		<input type="checkbox"/> Color	

SCHEDULE:

24 Hours: Standard Service, ready next day.

4 Hours: Expedited Service.

NOTE: Expedited Service *MUST* be approved by a Printing Specialist.

Requested by:

Name: _____

Phone # _____

Additional Information:

Call 708-4570 to find out when your print job is ready for Pick-Up.