



**Copy Request for**

Date/Time Ordered:

Course #:

Number of originals:

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Date Needed:

Time Needed:

**Order Description:** Check all that apply  
(Default is double-sided, 3-hole punched, and stapled.)

- Double-Sided
- Single-Sided
- Stapled
- 3-hole punched

**Special Instructions:**

Requestor Name:

Dept/Office:

Phone Number: