

DUPLICATING REQUEST FORM

Physics

Name of Requestor:

Today's Date:

Date and Time to Be Completed:

Required:

3 full work days after submission for exams, syllabi, and all requests for greater than 2,000 printed pages.

2 full work days after submission for 2,000 or fewer total requested pages, other than exams or syllabi.

Submissions made after 3:00 PM are considered to have been submitted the following business day.

Documents must be picked up during duplicator's working hours and within 1 day of requested date.

Please select:

Teaching

Exam

Research

Administration

Other

Course:

Number of Sides to be Printed:

Number of Copies Requested:

File Name:

One Sided Copies

Two Sided Copies

Stapled (collated)

Colored Paper (see below)

Special Instructions:

(colored paper, group size, etc.)