

# Copy Center Request Form

Copy Center Operator: Carol Guin-Lewis [mcsccopycenter@gmail.com](mailto:mcsccopycenter@gmail.com) 304-291-9277

- B&W Copies**                       **Color Copies** requires a school PO#: \_\_\_\_\_  
 **NCR Copies**    **→**     **2 Part**     **3 Part**     **4 Part**     **5 Part**

Today's Date \_\_\_\_\_                      Date Due \_\_\_\_\_  
 Requestor \_\_\_\_\_                      Requestor Email \_\_\_\_\_@k12.wv.us  
 School \_\_\_\_\_  
 Principal's Signature (For school-wide Requests or color copies) \_\_\_\_\_

No. Of Originals Pages in Document: \_\_\_\_\_                      No. Of Copies Requested: \_\_\_\_\_  
 Description/Name: \_\_\_\_\_

**Special Instructions:**

Type and color of paper requested: (Plain paper is 20 pounds; card stock is 67 pounds)

**Document:**    **Color (Your Choice of Color, White(default), or Copy Center Choice):** write color here  
                     **Paper Weight (Cardstock, Plain Paper(default) or Copy Center Choice):** circle one

**Cover (s):**    **Color (White, Your Choice of Color or Copy Center Choice):** colors on next page, write here  
                     **Paper Weight (Cardstock, Plain Paper or Copy Center Choice):** circle one

**Binding :**    **Stapling** (Single, Double or None): circle one

- Portrait**                      **Landscape**    **Tape Bind**   
        **3 Hole Punch**                       **2 Hole Punch**

**Booklet aka: Saddlestitch** (folded, stapled in the fold) (must be 25 pages or less including cover)

<u>Page Size</u>	<u>Assemble</u>	<u>Original to Output</u>	<u>Finishing</u>
8.5 X 11 <input type="checkbox"/>	Collated (123, 123) <input type="checkbox"/>	1 sided to 1 sided <input type="checkbox"/>	Cut 1/4 <input type="checkbox"/> 1/3 <input type="checkbox"/> 1/2 <input type="checkbox"/>
8.5 X 14 <input type="checkbox"/>	Uncollated (111, 222, 333) <input type="checkbox"/>	1 sided to 2 sided <input type="checkbox"/>	Z fold <input type="checkbox"/>
11 X 17 <input type="checkbox"/>	Uncollated with separator every _____ number of pages <input type="checkbox"/>	2 sided to 2 sided <input type="checkbox"/> 2 sided to 1 sided <input type="checkbox"/>	C fold <input type="checkbox"/> 1/2 fold <input type="checkbox"/>

*Building principal must sign off on the request if it is for school wide copies or color copies. Color copies request must include a school purchase order number. When color copies are billed against your PO, your building will issue a check made payable to Monongalia County Schools and sent to Holly Hess in the BOE business office, along with a copy of your bill. Thank You.*

Date received at copy center \_\_\_\_\_ Date completed \_\_\_\_\_

**8.5 x 11" Plain Paper colors:**

White  
Copy Center Choice  
Blue  
Cherry  
Goldenrod  
Green  
Gray  
Ivory  
Lavender  
Orange  
Pink  
Salmon  
Tan  
Yellow

**8.5 x 11" Card Stock colors:**

White  
Copy Center Choice  
Blue  
Goldenrod  
Gray  
Green  
Ivory  
Lavender  
Orange  
Peach  
Pink  
Pink – Neon  
Purple – Dark  
Red  
Tan  
Yellow

**11x17" card stock colors**

White	Copy Center Choice
Blue	Cream
Gray	Green
Ivory	Lavender
Pink	Red