



Copy Center Request Form

Please use **black/blue ink** to complete

◆ Complete all parts in order to expedite your request! ◆

DO NOT SEND BOOKS TO BE COPIED! Books/booklets will be returned.

◆ Copy Center Operator is **Marissa** ◆ mccopycenter@gmail.com ◆ 304-291-9277 ◆

Today's Date: _____ Date Needed: _____ School: _____

Requestor: _____ Requestor Email: _____@k12.wv.us

Principal's Signature (Principals may require signoff on all print projects sent) _____

Description of job:

Any special Instructions?

◆ See Next Page for Type and Color of Paper Options! ◆

No. Of Originals: _____ **No. Of Copies Requested:** _____

B&W Copies **Color Copies** requires a school **PO#:** _____

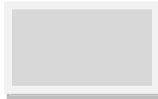
NCR Copies → 2 Part 3 Part 4 Part 5 Part

Document Paper Color: *White (by Default)* if different, write color here

Cover Only Choose paper color options for Cover page here:

- No Cover Page Needed**
- Color:** color options on next page, write here
- Paper Weight** – circle your choice → Plain Paper (by default) Card Stock

Portrait circle **Landscape**



Stapling – circle your choice: None Single Double

Hole Punch – circle your choice: NONE(Default) 2 Hole 3 Hole

~~**Tape Bind**~~ – circle your choice: ~~NO~~ ~~YES~~ **COMING SOON**

Booklet aka: Saddlestitch – circle your choice: NO YES
folded with a staple in the fold and can only be a maximum of 25 pages

Page Size

- 8.5" X 11"
- 8.5" X 14"
- 11" X 17"

Assemble

- Collated (123, 123)
- Uncollated (111, 222, 333)
- Uncollated with separator every _____ number of pages

Original: Output

- 1:1** sided
- 1:2** sided
- 2:2** sided
- 2:1** sided

Finishing

- Cut 1/4 1/3 1/2
- Fold Z fold C fold 1/2 fold

The principal must sign off on the request if it is for school-wide copies or color copies. Color copy requests must include a school purchase order number. All color copies are billed against your PO, your school needs to 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.

◆ **Date received at Copy Center:** _____

◆ **Date Ready for Mail Pickup at Copy Center:** Revised 1/03/2023

This page is only for Information! Do **NOT** submit this page.

CHECK YOUR EMAIL OFTEN!



If Carol has any questions for you, she will contact you via your work email!

If you have any concerns or suggestions, please contact Chris Urban.

curban@k12.wv.us

8.5" x 11"	
Plain Paper colors:	
<i>White (Default)</i>	
Copy Center Choice	
Blue	
Cherry (backordered)	Fireball Fuchsia (similar to Cherry)
Goldenrod	Green
Gray	Ivory
Lavender	Orange
Pink	Salmon
Tan	Yellow

Paper Weight
All documents submitted will be printed on 20 lb. paper unless otherwise noted by you!
Plain paper is 20 lbs
Card stock is 67 lbs

Paper Color Availability
Colors listed may vary at any time based on inventory or availability. Every attempt will be made to print in requested color but if color is not available it may be substituted in order to expedite the turn-around time. You may also be emailed and asked if a different color can be utilized, if time permits.
Please always check your email for a message from ◆ <i>Monongalia County</i> < mcs-copycenter@gmail.com > ◆

8.5" x 11"	
Card Stock colors:	
<i>White (Default)</i>	
Copy Center Choice	
Blue	Bubble Gum (New)
Cherry (backordered)	Fireball Fuchsia (similar to Cherry)
Goldenrod	Green
Gray	Ivory
Lavender	Orange
Pink	Pink-Neon
Purple-Dark	Red
Tan	Yellow

8.5" x 14" & 11" x 17"
Paper
White is only option

11" x 17"	
Card Stock colors:	
<i>White (Default)</i>	
Copy Center Choice	
Blue	Cream
Gray	Green
Ivory	Lavender
Pink	Red