

Black & White Copy Request 26-27 school year

TROJAN COPY ROOM 717-709-4020 Digital Submission Date Requested

Requestor

School/Dept

Document Title

Phone Ext.

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Items in RED are required Fields You Must Select One
This is to help avoid any confusion and delays on any requests

Paper

print

collation

Paper Color Options

white

☐ Cutting

☐ Padding

☐ 100 sheet

☐ Glue short Edge

☐ Glue long Edge

Booklet

Folded & Stapled Default size 8.50x5.5 Legal and ledger are available note it in special instructions.

Corner Staple

Book staple full sheet size no fold

staple Landscape

Half Fold Only



Special Instructions:

I verify that I have Acquired All Appropriate Copyrights.

Requestor Signature

Date Recieved

Date Completed

Hit the Save As Button to avoid leaving selections selected on the next request and you will have a blank form for the next file

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