Request Form

Requested by: _____________________________ Phone: _____________________________

Date/Time: _________________________________ E-Mail: _____________________________

Date/Time Required: _________________________ Project Name: __________________________

College: CGU  CMC  HMC  KGI  PIT  POM  SCR  CUC

Dept. Name: __________________________________ Dept. Account Number: ________________________

<table>
<thead>
<tr>
<th>Services Requested:</th>
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<tbody>
<tr>
<td>Number of Pages per Original: ______</td>
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- Photocopying
  - B & W
  - Color
  - Reduce _____ %
  - Enlarge _____ %
  - Photos: Glossy  Matte
  - Stock __________________________
  - 8.5 x 11 [letter]
  - 8.5 x 14 [legal]
  - 11 x 17 [tabloid]
  - One-Sided Copy
  - Double-Sided Copy

- Bound volumes/articles (Your request may be protected by copyright law, see below)

- Banner/Poster Printing
  - Number of Prints: ______
  - Size of Print: ______

- Scanning
  - Number of Pages: ___________

- Storage
  - USB Flash Drive
  - CD-R

- Laminating
  - 8 ½ x 11
  - 8 ½ x 14
  - 11 x 17

- Binding
  - Coil Binding
  - Velo Binding
  - Comb Binding
  - Hard Cover Binding

<table>
<thead>
<tr>
<th>Special Requests/Services:</th>
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