

Copy Request Form



Copy Center Operator: Donna King * mccopycenter@gmail.com * 304-291-9277

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

Today's Date _____ **Date Needed** _____
Requestor _____ **Phone #** _____
School _____ **Principal's Signature** _____
No. Of Originals Pages in Document _____
No. Of Copies Requested _____
 (e.g. 100 copies of a 10 page document will be 100 No. of copies requested.)
Description _____
Special Instructions: _____

Type and color of paper required: (Plain paper is 20 pounds; Cardstock paper is 67 pounds)

Document: **Color (White, Your Choice of Color or Copy Center Choice):** Colors on back of form
 Paper Weight (Cardstock, Plain Paper or Copy Center Choice):
Cover (s): **Color (White, Your Choice of Color or Copy Center Choice):** Colors on back of form
 Paper Weight (Cardstock, Plain Paper or Copy Center Choice):

Binding : **Stapling (Single, Double or None):**
Portrait **Landscape** **Tape Bind (For documents at least 100 pages or more)**
 3 Hole Punch **2 Hole Punch**

Booklet aka: Saddlestitch (folded, stapled in the fold)

<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 1/2 or 1/3
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"/>

Building principal must sign off on the request. If you request color copies, a purchase order number MUST be obtained from your school office prior to copies being made. When paying, 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 _____

Plain Paper Colors

White
Copy Center Choice
Aqua
Blue
Blue – Lunar
Cherry
Goldenrod
Gray
Green
Green – Spring Green Limited Qty.
Ivory
Purple - Light
Orange
Orange – Bright Neon Limited Qty.
Pink
Pink – Bright Neon
Salmon
Teal
Turquoise – Limited Qty.
Yellow

Card Stock Colors

White
Copy Center Choice
Blue
Goldenrod
Gray
Green – Lime Green
Green Pink
Ivory
Purple - Dark
Purple - Light
Orange – Bright Neon Limited Qty.
Peach
Pink
Pink – Bright Neon
Red
Salmon
Teal