

# Talmudical Academy Copy Center Request Form

Requestor's Name: \_\_\_\_\_

- |                          |                   |                          |                |
|--------------------------|-------------------|--------------------------|----------------|
| <input type="checkbox"/> | Elementary School | <input type="checkbox"/> | Administration |
| <input type="checkbox"/> | Middle School     | <input type="checkbox"/> | Auxiliary      |
| <input type="checkbox"/> | High School       | <input type="checkbox"/> | APA            |

Date Request Made:

- M  T  W  Th  F

*Please allow 24 hours for a task to be done properly; however, large, multi-page projects will need a longer turnaround time. Please discuss these requests with our staff to determine the time needed.*

Date Needed:

- M  T  W  Th  F

***Dark or heavy borders or blocks of ink should be avoided.***

# of Originals: \_\_\_\_\_ # of Copies Needed: \_\_\_\_\_

### **Special Instructions**

***Please check each box that applies***

- |                          |   |                          |            |
|--------------------------|---|--------------------------|------------|
| <input type="checkbox"/> | Back to back ( <i>please note: back to back copying saves paper</i> ) | <input type="checkbox"/> | Collated   |
| <input type="checkbox"/> | 3-hole punched: <input type="checkbox"/> L <input type="checkbox"/> R | <input type="checkbox"/> | Card Stock |
| <input type="checkbox"/> | Stapled: <input type="checkbox"/> Top <input type="checkbox"/> Side   | <input type="checkbox"/> |            |
|                          | <input type="checkbox"/> L <input type="checkbox"/> R                 |                          |            |
|                          | <input type="checkbox"/> 1 Staple <input type="checkbox"/> 2 Staples  |                          |            |

Paper color: \_\_\_\_\_

- White (Please note: white is ½ the cost of color paper)

Color: \_\_\_\_\_

Paper size:

- 8 ½ X 11 (Standard)

Other: \_\_\_\_\_

Front/back cover: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Other: \_\_\_\_\_

- Send over  Hold for pick up

### **For office use only**

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_