

Copy Request Form

Date Required: mm/dd/yyyy

Will Pick Up: No Yes

Please Deliver To:

Requestor's Name:

Department Name:

Phone Extension:

Email:

Cost Center:

Campus Location:

Number of Originals:

Copies per Original:

Total Copies:

Originals Are: 1 Sided 2 Sided 3 Sided

Copies Should Be: 1 Sided 2 Sided 3 Sided

Colored Paper? No Yes

If yes, what color?

Finishing Process

Collate Only: No Yes

Staple Only: No Yes

Collate and Staple: No Yes

Staple Type: Corner Book

Slip Sheet: No Yes

(submit originals with blanks to indicate position)

Cover Sheet: No Yes

Cover: No Yes Both

The Campus Copy Center, managed by Conway Office Products, provides all large volume and specialty copy work for the Bentley College community. Security and privacy of all documents is paramount at the Copy Center. As such, practices have been implemented to insure that all Copy Center documents are safeguarded from theft, unauthorized duplication, public viewing or any other unauthorized intent.

Once this form is filled out, please fax it to 781.891.3410 with the appropriate document attached.