

# College of Education Copy Center Form

(Blue)

*(College of Education copy form)*

Work brought in by: \_\_\_\_\_ Work is for : \_\_\_\_\_

(Please Print Name)

Department Name: \_\_\_\_\_ Date needed: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Time needed: \_\_\_\_\_

**Education Departments** (Place an X in the box for your department)

<input type="checkbox"/> Dean's Office Instructional	<input type="checkbox"/> Midwest Equity Assistance Center
<input type="checkbox"/> Catalyst	<input type="checkbox"/> Rural Education
<input type="checkbox"/> CIMA	<input type="checkbox"/> Science Center - ReNEW
<input type="checkbox"/> Counseling and Student Affairs	<input type="checkbox"/> Special Education
<input type="checkbox"/> CPSI	<input type="checkbox"/> SQE
<input type="checkbox"/> Curriculum and Instruction	<input type="checkbox"/> Student and Professional Services
<input type="checkbox"/> Educational Leadership (Adult Ed. & Ed Admin)	<input type="checkbox"/> Laboratory Experiences
<input type="checkbox"/> Graduate Studies	<input type="checkbox"/> KELI
<input type="checkbox"/> KFAC	
<input type="checkbox"/> Leadership Studies	<input type="checkbox"/> Other Projects

**Paper and Other Options** (Place an X in the boxes for the options you want)

<input type="checkbox"/> 8 ½ X 11	<input type="checkbox"/> Color Copies \$.45	<input type="checkbox"/> Collate
<input type="checkbox"/> 8 ½ X14 (White only)	<input type="checkbox"/> Book Color Copies \$.55	<input type="checkbox"/> Staple
<input type="checkbox"/> 11 x 17	<input type="checkbox"/> 3 Hole Punch	<input type="checkbox"/> Double sided
<input type="checkbox"/> Reduction/Enlargement \$.10	<input type="checkbox"/> Tri-fold	<input type="checkbox"/> Single sided
<input type="checkbox"/> Cardstock \$.10	<input type="checkbox"/> Color Paper _____	<input type="checkbox"/> Bright Color Paper \$.08 _____

**Binding** (Place an X in the boxes for the options you want)

<input type="checkbox"/> Velo Binding @ \$1.00	<input type="checkbox"/> Spiral Binding: Small _____ @ \$1.00	Med _____ @ \$1.50	Large _____ @ \$2.00
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**Books** (Write the number of pages and copies you want from your book)

Number of Pages	Number of Copies (\$.10 each)	Total

**Other Copying** (Write the number of pages, copies and special instructions)

Number of Pages	Number of Copies	Total	Please list special instructions below
<b>Total Copies→</b>			

Completed Work Received By \_\_\_\_\_

Copy Center Staff/Initial \_\_\_\_\_ C650 \_\_\_\_\_ 1050 \_\_\_\_\_ Paper Only \_\_\_\_\_ Non-Copy Job \_\_\_\_\_