

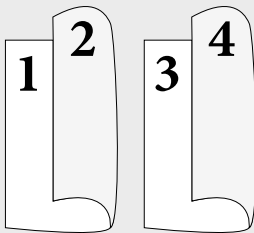
Copy Services Request Form

Office of Printing Services LC – Room 110
 Monday - Friday 7:30 a.m. - 5:00 p.m.

OFFICE USE ONLY

Phone: (864) 388-8298 • Email: copyservices@lander.edu (*click to email us)
 *email link helpful hint: set Outlook as your default email in app settings

www.lander.edu-Printing Services (hyperlinked to our webpage)

	# of Pages _____ <small>(for hard copies dropped off in person, if original is already 2-sided, it's 2 pages. ***Finishing options below .</small>
# of COPIES needed of this document. _____	

Date: _____

Submitted by: _____

Department: _____




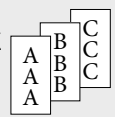
Index #: (required) _____

Description: _____

Ink Black/white Color Both	Paper Weight <i>*Optional, default is regular 20lb</i> Regular (20lb bond) Medium *Gloss <small>* Only available in medium & cardstock weight</small> Heavy (cardstock)
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Confidential: YES NO

Paper Size 8.5" x 11" letter 8.5" x 14" legal 11" x 17" tabloid 12" x 18" poster <small>* Only available in cardstock</small> 13" x 19" poster <small>* Only available in cardstock</small> <small>**not available in GLOSS</small> 36" wide Large Poster	Paper Color White Blue Yellow Pink Green Cream Grey Lavender Golden	Bright Paper Colors Bright Yellow Bright Orange Bright Pink Bright Blue Bright Purple Deep Green Bright Red
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Finishing Options		
Make Front/Back	<small>Portrait flip</small> 	<small>flip Head to Tail</small> 
Staple	Staple Double-Left	
3-Hole Punch		
Collate		Stack Sort 
Cut	1/2 1/3 1/4	
Fold:	1/2 1/3(letter fold)	
Lamination	_____	
Pad	How many Pads _____	
Bind (GBC Plastic ring bind)	clear cover cardstock covers Outsource Spiral PlastiCoil binding, call for details.	
Saddle Stitch Booklet/Program	Only available in 5.5" x 8.5" or 8.5" x 11" booklet. Call for details. These are like little stapled books.	

****Additional colors, papers and paper weights available. Call with questions 388-8298**

Additional Instructions or notes: *click below to leave us a note...*

Picked up by: _____