

Copper Mountain College
Request for Duplicated Materials

*******PLEASE FILL THE FORM OUT COMPLETELY*******

Date In: _____ Date Due: _____ Time Due: _____

Name: _____ *Department:* _____

Number of Copies: _____

Place an "X" next to your color choice

White _____ Blue _____ Goldenrod _____ Ivory _____ Light Green _____
Lilac _____ Pink _____ Salmon _____ Yellow _____

Place an "X" next to your choices

Please DO NOT leave any field blank. Fill the form out completely.

ORIGINAL: One Sided _____ Two Sided _____

DUPLICATION: One Sided _____ Two Sided _____

PAPER SIZE: 8 ½ x 11 (regular) _____ 8 ½ x 14 _____ 11 x 17 _____

PAPER TYPE: Regular (20lb) _____ Cardstock (Colors are limited) _____

STAPLE POSITION: Top Left _____ Side _____ None _____

PUNCH HOLES: 3 Holes _____ 2 Holes _____ None _____

CUT: ½ _____ 1/3 _____ ¼ _____ None _____

For any special requests, please include specific directions in your email. Please send this form along with your electronic document to copycenter@cmccd.edu.