



# Bryant University Copy Center Work Request

Please allow reasonable time for request to be completed

Please avoid the term ASAP and enter a **Need By** date and time

Today's Date \_\_\_\_\_ Date Due \_\_\_\_\_  
 Name \_\_\_\_\_ Department \_\_\_\_\_  
 Org/Account # \_\_\_\_\_ Faculty Ste/Ext \_\_\_\_\_

## Order Information

# Pages in Original Document _____	# of Copies needed _____
<b>Originals Are:</b> Single sided _____	<b>Copies Are To Be:</b> Single Side _____
Double Sided _____	Double Sided _____
Black & White _____	Black & White _____
Color _____	Color _____
Is this a test/quiz?      Yes      No	

## Paper to be used (Please Circle Choices)

<b>8.5 x 11</b>									
White	Blue	Buff	Cherry	Gray	Gold	Green	Ivory	Lilac	Pink
Salmon	Tan	Yellow	Drk Green	Brk Blue	Lemon	Lime	Orange	Brk Pink	Red
<b>8.5 x 14</b>									
	White								
<b>11x17</b>									
	White	Blue	Gray	Gold	Ivory	Yellow			
<b>Specialty Paper (extra charge for these choices)</b>									
<b>Cardstock</b>	White	Blue	Green	Ivory	Salmon	Yellow			
<b>2 Up (Invitation)</b>		<b>Letterhead</b>				<b>Mohawk</b>		<b>Carbonless Paper</b>	
Letterhead, Mohawk, and Carbonless paper must be purchased by box or ream									

## Finishing (Please Circle Choices)

Staple	Bind	Cut	Hole Punch	Booklet	Laminate	Fold
Upper Left	Yes	Yes	3 Hole	Small (8.5x11)	Small	Tri Fold
Landscape	No	No	2 Hole	Large (11x17)	Large	1/2 Fold
						<b>Stuffing</b>
						Yes
<b>Other Directions</b>						
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Charged		Called		Date		Initials	
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