<table>
<thead>
<tr>
<th>Date Request Received</th>
<th>Date Copies Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- All Copy Requests must be approved and signed by your department director
- Requests received by **10am** will be ready the **Same Day**
- Requests received after 10am will be ready by the **Next Day**

<table>
<thead>
<tr>
<th>Today’s Date</th>
<th>Date Needed</th>
<th>Date Needed (ASAP is unacceptable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>/ /</td>
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</tr>
</tbody>
</table>

Requested by ____________________________ Phone No. ____________________________
Dept. Name ____________________________ Dept. Code ____________________________

<table>
<thead>
<tr>
<th>No. of Originals:</th>
<th>No. of Copies or Sets Needed:</th>
<th>Total Copies:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(No. of pages)

**Copy Specifications**

- Copy on:  
  - Regular Paper
  - 3-Hole Paper
  - Letterhead
  - Other
  - 8-1/2x11
  - 8-1/2x14
  - 11x17
  - Other
  - White
  - Color Paper

(Specify color)

- Single-Side All
- Double-Side All
- Double-Side as Original (2/s → 2/s, 1/s → 1/s)
- Other
- Collate
- Staple
- Bind

(Specify type of binding)

**Delivery Instructions**

- Deliver copies to:  
  - Instructor/Dept. Mailbox # ____________________________ In Bldg. __________
  - Admin. Assistant in Rm. # ____________________________ In Bldg. __________

- Will pick up copies

What is being copied? Be specific: ____________________________

Special instructions: ______________________________________

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<table>
<thead>
<tr>
<th>Approved by:</th>
<th>Copies received by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director’s Name (Printed)</td>
<td>Printed Name</td>
</tr>
<tr>
<td>Director’s Signature</td>
<td>Signature</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

**BUSINESS HOURS** 8:00 AM – 5:00 PM Monday to Friday
ROOM B-60 ■ 79 NEW MONTGOMERY ■ PHONE 415-618-6239 ■ FAX 415-618-6280