

COPY or SCAN REQUEST FORM (circle one)

One form per request

REQUESTOR: _____

DATE/TIME REQUESTED: _____ DATE/TIME NEEDED: _____

Please consider a reasonable turnaround-time, or consult with Amber or Cindy

FROM (Book Title, Article Name, Magazine, etc): _____

Two to Three words of title - please

COPY REQUESTS

COPY CODE: _____

Black & White

Color

Single Sided

Double Sided

Stapled

Paper Clipped

Detailed Instructions: _____

SCANNING REQUESTS

SEND TO (email address if other than requestor): _____