

COPY REQUEST FORM

***24 hour notice preferred. If your request is urgent,
please give form directly to a staff member.***

NOTES: The department DOES NOT provide copies of homework or exam solutions. A copy can be placed with one of the off-campus copies, such as Classical Notes, and students can purchase a copy directly.

For your protection, forms for certification regarding instructional use of Copyrighted Material is available from the department office.

Date: _____ Name: _____ Phone: _____

Date Needed: _____ Time Needed: _____ Number of Originals: _____ Number of Copies: _____

Print Only _____

Print, Collate and Staple _____

Print and Collate _____

View Graphs _____

Two-Sided _____

Comments: