

College of Education Copy Center Form

(Purple)

Special Projects - CIMA

Name : _____ Project Name : _____

Department Phone : _____

Date needed : _____ Time needed : _____

Paper and Other Options (Place an X in the boxes for the options you want)

8 ½ X 11	Color _____	Collate
8 ½ X14 (White only)	Cardstock (\$.10)	Staple
11 x 17	3 Hole Punch	Double sided
Reduction/Enlargement \$.10		Single sided

Binding (Place an X in the boxes for the options you want)

Velo Binding @ .75	Spiral Binding	# of Bindings _____
	@ .65 _____	# of Covers _____
	@ .70 _____	
	@ .75 _____	

Books (Write the number of pages and copies you want from your book)

Number of Pages	Number of Copies (\$.10 each)	Total

Other Copying (Write the number of pages, copies and special instructions)

Number of Pages	Number of Copies	Total	Please list special instructions below
Total Copies→			

Completed Work Received By _____

Copy Center Staff/Initial _____ C650 _____ 1050 _____