

# College of Education Copy Center Form

(Blue)

*(College of Education copy form)*

Work brought in by: \_\_\_\_\_

Work is for : \_\_\_\_\_

Department Name: \_\_\_\_\_

Date needed: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Time needed: \_\_\_\_\_

**Education Departments** (Place an X in the box for your department)

Dean's Office Instructional	Midwest Equity Assistance Center
Catalyst	Rural Education
Counseling and Student Affairs	Science Center
CPSI	Secondary Education
Educational Leadership (Adult Ed. & Ed Admin)	Special Education
Elementary Education	SQE
Graduate Studies	Student and Professional Services
KFAC	Laboratory Experiences
KSPE	Other Projects
Leadership Studies	

**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
<b>Total Copies→</b>			

Completed Work Received By \_\_\_\_\_

Copy Center Staff/Initial \_\_\_\_\_

C650 \_\_\_\_\_

1050 \_\_\_\_\_