

# College of Education Copy Center Form (Personal Copying)

(Yellow)

Name: \_\_\_\_\_  
(Please Print Name)

Dated Needed: \_\_\_\_\_

**Copies are \$.06 each      Books are \$.10 each      Reducation/Enlargements are \$.10 each**

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**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 each)	Staple
11 x 17	3 Hole Punch	Double sided
Reduction/Enlargement \$.10		Single sided

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

<input type="checkbox"/> Velo Binding @ .75	Spiral Binding	# of Bindings _____
	@ .65 _____	# of Covers _____
	@ .70 _____	
	@ .75 _____	

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

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

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

Number of Pages	Number of Copies (.06 each)	Total	Please list special instructions below
<b>Total Copies →</b>			

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

Copy Center Staff/Initial \_\_\_\_\_      C650 \_\_\_\_\_      1050 \_\_\_\_\_