

# COPY CENTER REQUEST FORM

1. Complete the Copy Center Request Form located on the Internet:  
[www.ivcc.edu/businessservices/copy\\_center.php](http://www.ivcc.edu/businessservices/copy_center.php)
2. Email the file to be printed along with the request form as an attachment to Manessa Trench at  
[Copy\\_Center@ivcc.edu](mailto:Copy_Center@ivcc.edu)  
**or**  
Deliver the form to be copied, along with original copy, to Manessa Trench.
3. Copies will be picked up in Instructor's Work Room/Copy Center – Room B113 or delivered to the Mail Room upon request. Combination to Room B113 provided at employee orientation or from Manessa Trench.

If you have any questions, contact Manessa at extension 313 or Sarah in the Mail Room at extension 315.

Thank you

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NAME (please print):

DEPARTMENT

AND / OR

ACCOUNT NUMBER:

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BLACK & WHITE

COLOR

COLORED PAPER

NUMBER OF PAGES:

CARDSTOCK

COPIES:

HALF-FOLD

BACK-TO-BACK

ONE SIDED

OFFSET

TRI-FOLD

8-1/2" x 11"

8-1/2" X 14"

11" X 17"

STAPLE

3 HOLE PUNCH

SPIRAL BOUND

LAMINATE

DATE SUBMITTED:

DATE REQUIRED:

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ADDITIONAL INSTRUCTIONS (OPTIONAL):

**Copy Center Requests will be completed as quickly as possible. Please allow extra time for larger projects. Thank You!**