COPY CENTER REQUEST FORM

Print Form
E-Mail Form

1. Complete the Copy Center Request Form located on the Internet:
   www.ivcc.edu/businessservices/copy_center.php
2. Email the file to be printed along with the request form as an attachment to Brianna Mariani at Copy_Center@ivcc.edu
   or
   Deliver the form to be copied, along with original copy, to Brianna Mariani.
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 Brianna Mariani.

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

Thank you

NAME (please print):

DEPARTMENT
AND / OR
ACCOUNT NUMBER:

☐ BLACK & WHITE ☐ COLOR ☐ COLORED PAPER CHOOSE BELOW

NUMBER OF PAGES: ☐ ☐ CARDSTOCK CHOOSE BELOW

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:

ADDITIONAL INSTRUCTIONS (OPTIONAL):

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