

# 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 Sarah Morgensen at  
[Copy\\_Center@ivcc.edu](mailto:Copy_Center@ivcc.edu)

or

Deliver the form to be copied, along with original copy, to Sarah Morgensen.

3. Copies will be picked up in Instructor's Work Room – Room B113. Combination to Room B113 provided at employee orientation or from Sarah Morgensen.

If you have any questions, contact Sarah at extension 313 or Laurie in the purchasing office, extension 418.

Thank you  
Sarah Morgensen

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NAME (please print):

DEPARTMENT

AND / OR

ACCOUNT NUMBER:

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BLACK & WHITE

**COLOR**

NUMBER OF ORIGINALS:

COPIES:

BACK-TO-BACK

ONE SIDED

8-1/2" x 11"

8-1/2" X 14"

11" x 17"

STAPLE

COLLATE

DATE SUBMITTED:

DATE REQUIRED:

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ADDITIONAL INSTRUCTIONS (OPTIONAL):

**COPY REQUEST WILL BE COMPLETED WITHIN 24 HOURS.  
48 HOURS WILL BE REQUIRED AT THE START OF A SEMESTER OR AT EXAM TIME.  
ALL PAGES MUST BE NUMBERED.**