

MCC Copy Request Form (for Faculty & Staff only): *Please read carefully & complete all applicable areas LEGIBLY!*

Name: _____

Date In: ____/____/____

Signature: _____

Time In: ____:____ AM / PM

of Copies Needed: _____ Department: _____

Date Needed: ____/____/____

Phone #: _____

Time Needed: ____:____ AM / PM

Email: _____

*** 3 BUSINESS DAY TURN-AROUND REQUESTED ***

Please select from the following options:

- ☐ I will pick up the copies in LRC A251 (Copy Center)*
☐ I will pick up the copies in Lowe 204 (IT / Help Desk)
☐ Please call me when job is completed.
☐ Please email me when job is completed.

Color Selection:

- ☐ B/W Copies
☐ Color Copies (using color ink)
☐ Paper Color: _____
(other than white)

Content:

- ☐ This IS NOT an Exam or Confidential
☐ This IS an exam or Confidential*

** Exams and Confidential jobs must be dropped off at the Help Desk in L204 and picked up there.*

Please do not email exams or confidential jobs to us.

- ☐ Single Sided ☐ Collated (1234, 1234, 1234) ☐ Transparency
☐ 1 → 2 Sided ☐ Grouped (111, 222, 333, 444) ☐ 3-Hole Punched (up to 100 pages)
☐ 2 → 2 Sided ☐ Stapled (Top Left, Auto-Collate, 100 page max) ☐ 2-Hole Punched (up to 100 pages)
☐ 2 → 1 Sided ☐ Stapled in Other Corner: _____ ☐ Cover
☐ Other Instructions: _____

Email completed forms to:
ma-copycenter@mcc.commnet.edu

Drop off completed forms to:
MCC Copy Center in A251
Or
MCC Help Desk in L204

For Booklets Only:** Check a Booklet Style: ☐ 1 ☐ 2 ☐ 3 Choose a Cover Color: _____

***Originals for booklets must have only one page per side of paper. Originals with two pages per side will not be accepted. See Copy Center staff if you have any questions.*

of Originals: _____

Copy Center Staff Initials: _____

Contacted on ____/____/____ @ ____:____ AM / PM

Copy Center Use Only:

Date Completed: ____/____/____

Time Completed: ____:____ AM / PM

Manchester Community College
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