

COPY REQUEST INSTRUCTIONS (Sept 2011)

Please adhere to the following requests:

- A completed "Copy Request" form must accompany all orders except "while you wait" orders for less than 100 copies.
- All copies are run from copy-ready originals. Be sure the copies are error free before reproducing them. Recopying is costly.
- Request only the number of copies needed. Don't make "just in case" copies.
- No personal or other unauthorized documents.
- Request two-sided copies when practical. Please number your originals, as this helps the operator if there should be a document jam and the pages get out of order. If you don't want to number the front of the originals you may number the back. **Remove all staples** and use paper clips. **Count your original pages and put the total on the form.**

When practical the Executive Assistant may request changes in the output of the job.

Every attempt is made to provide one-day turn-around of work orders received. When a large project is anticipated, adequate notice should be given to the operator so that other projects may be arranged to permit timely completion. Turn-around time varies with the size of the project. To the extent possible, please give as much lead-time as possible when dropping off job orders. Remember that there may be other high priority jobs already received by the copy operator and scheduled for completion, which are as urgent as your job. Advance notice will hopefully allow for maximum quality and efficiency.

COPY REQUEST

Requester _____

Ministry _____

Date _____ Due Date _____

Number of Originals _____ Number of Copies _____

Document _____

Contact Phone Number _____

Duplex: Yes No Stapled: Yes No

ADDITIONAL INFORMATION (color copy, colored paper, etc.)

Receipt Date	Copy ACCT#
Completion Date	
Operator's Signature	