

NORFOLK CAMPUS DUPLICATING REQUEST FORM

Room 2221; Tel.#822-1127; Fax# 683-2369; e-mail: norfcopycenter@tcc.edu

**Note: Requester assumes responsibility for any copyright infringement that may be involved in the reproduction of this material.**

**In order to facilitate a prompt turn-around please plan ahead to avoid high volume periods in the Copy Center.**

For your convenience duplicating projects may be submitted by fax (#683-2369) or e-mail (norfcopycenter@tcc.edu), with a confirming call to 822-1127.

Requester/Office: \_\_\_\_\_

*How Can You Be Reached Regarding This Request?* \_\_\_\_\_

Subject: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Time: \_\_\_\_\_

Date Due: \_\_\_\_\_ Time: \_\_\_\_\_

Number of Copies Needed: \_\_\_\_\_

Number of Separated Items: \_\_\_\_\_

*(Each item must be paper clipped separately)*

Duplicating: \_\_\_\_\_ OR Transparencies: \_\_\_\_\_

Finished Copy: \_\_\_\_\_ 1 Sided OR \_\_\_\_\_ 2 Sided

Collate: \_\_\_\_\_ Yes OR \_\_\_\_\_ No Staple: \_\_\_\_\_ Yes OR \_\_\_\_\_ No

Paper Color: \_\_\_\_\_

**Placement of completed items:**

Faculty Mailbox \_\_\_\_\_

Dept. Head Mailbox \_\_\_\_\_

Hold at Duplicating Center \_\_\_\_\_

**Note: After hours pick-ups available only if pre-arranged - call 822-1127.**

Special Instructions: \_\_\_\_\_

Please remove all staples and replace with paper clips before your projects are submitted.