

DUPLICATION REQUEST FORM

Please print clearly:

Send to Palmdale Center

Today's Date _____ Name _____

Department _____

Is this material copyright protected? No Yes

It is your responsibility to determine if the material you are presenting for duplication is copyright protected. You can obtain permission directly from the publisher to duplicate copyrighted material. Any/all costs involved to obtain permission will be charged to your division's supply budget. A copy of the document granting permission must be attached to this request form prior to duplication. **Please sign below that you have obtained and provided proof of permission to duplicate copyrighted material.**



Signature _____

DATE REQUESTED: _____

(Please **do not** indicated ASAP or N/A as work is prioritized based upon requestor's need date.)

NOTE: The door to the copy center has been removed. You will no longer need your proximity card to enter the copy center (only the mailroom).

Print in color

OF COPIES NEEDED: _____

- One-sided
- Two-sided
- Collated
- Stapled
- 3-hole punched

PAPER COLOR:

- White
- Almond Green
- Blue Pink
- Goldenrod Tan
- Gray Yellow

OR

CARDSTOCK COLOR:

- White
- Blue
- Gray
- Ivory
- Orchid

NOTE: For booklets/binding requests, please meet with the duplication team for more details.

SPECIAL INSTRUCTIONS: _____

If funded by a GRANT, please provide program manager signature and FOAP for approval:

Signature _____ FOAP _____ # of pages _____