

DUPLICATION REQUEST FORM

Please print clearly:

Send to Palmdale Center

Today's Date _____ Name _____

Department _____

Is this material copyright protected? No Yes

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Signature _____

DATE COPIES NEEDED BY: _____

NOTE: Duplication requests require two business days to process. For urgent requests, please consult with the Copy Center to ensure your copies can be done in the time needed.

Print in color Print in B&W

OF COPIES NEEDED: _____

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

PAPER COLOR:

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

OR

CARDSTOCK COLOR:

- White
- Blue
- Gray
- Ivory
- Orchid

NOTE: Standard materials include paper, ink, and toner. Special materials such as binding combs, report covers, etc. must be provided by requester at time of request.

SPECIAL INSTRUCTIONS: _____

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

Signature _____ FOAP _____ # of pages _____