

## Copy Request Form

Please allow at least 24 hours to process printing jobs.

Name

Email

Course #                      Research                      Cost Center (if appropriate):

Date and time for completion

Number of pages to copy                      Number of copies

Please check the following:

White Paper

Color Paper                      Specify Color \_\_\_\_\_

Single Sided

Front/Back

Collated

Stapled

Special Instructions

Please bring your requested item with this form to the Dean's Office, or email both the form and your document to Olivia ([owilson2@unl.edu](mailto:owilson2@unl.edu)).

### OFFICE USE ONLY:

Date/time request dropped off: \_\_\_\_\_

Name of person completing the work: \_\_\_\_\_