

Copy Request Form

Ministry: _____

Request Date: _____

Person Requesting Copies: _____

Number of copies Requested: _____

Requested Completion Date: _____

(You must provide an actual date)

Please let us know what you need:

Double side copies

Sorted

Sorted and stapled

Grouped

Folded

3 Hole punched

Book form

Booklet

Please indicate the paper size:

8.5 x 11

8.5 x 14

11 x 14

11 x 17

12 x 17

Other: Portrait or Landscape

Office Use Only – Do Not Write

Person completing job: _____

Date completed: _____

Notification date: _____

Person notified: _____