

Request for Copy Service

(Please read instructions for Copy Requests below prior to filling out form)
(PRESS THE TAB KEY TO MOVE FROM FIELD TO FIELD)

REQUEST DATE: _____ DATE & TIME NEEDED: _____
(ASAP = 1 TO 2 DAY TURNAROUND)

TITLE: _____ ORIGINALS: _____ COPIES NEEDED: _____

ONE SIDE TWO SIDED THREE HOLE PUNCH
PAPER SIZE: 8 1/2 X 11 8 1/2 X 14 11 X17
BATCH COLLATE STAPLE YES NO

ADDITIONAL INSTRUCTIONS:

RETURN TO: _____ EXT: _____

DIVISION/OFFICE _____ DEPT CODE: _____

**FINAL EXAMS ARE KEPT IN A LOCKED SECURE AREA, PLEASE MAKE ARRANGEMENTS FOR PICKUP
THEY WILL NOT BE MAILED**

RETURN VIA: WILL PICK UP
PLEASE CALL WHEN READY _____

EXT. INTEROFFICE MAIL TO: _____

COPY CENTER USE DATE COMPLETED: _____ CALLED FOR PICK-UP: _____

Please read and complete form above for all copy requests

To better serve the College community printers have been installed at each campus copy center. These printers now allow copy requests be emailed directly to the copy center at each campus.

Please allow sufficient turnaround time to pick up your copying. In the event that you are requesting multiple copying, more time will be needed. Requests for large amounts of copies may need to be approved prior to completion.

Email requests in **Bedford** to Bedford Copy Center or bedfordcopycenter@middlesex.mass.edu or if you have questions please call the copy center at ext. 3741.

Email requests in **Lowell** to lowellcopycenter@middlesex.mass.edu or if you have questions please call the copy center at ext. 3333.

To ensure your requests have been received at the copy center email your request through your email account here at the college, before you "sent" the email go under "file" to "properties" and check the Read Receipt Box, that will allow you to know when the person in the copy center read and received your email.

1. Please allow sufficient time for copying. ASAP means 1-2 day turnaround. More urgent requests must be emailed/dropped off and picked up at the Copy Center. Copy requests may be sent through interoffice mail, provided they are not needed for several days.
2. **Exams must be picked up by an authorized person. They will not be left out for pickup or sent via interoffice mail**
3. All documents submitted for photocopying must be "camera ready".
4. A separate "Request for Photocopy Service" must be prepared for each copying job. Blank forms are available on the website
5. Documents submitted for copying must be on standard stock size and weight paper, (8 1/2" x 11", 8 1/2" x 14", 11" X 17", 20 lb. weight). Non-standard size and weight documents should be cut and pasted on to standard size and weight paper, copied on one of the College's self-service copiers and the copy submitted to the Copy Center.
6. Documents should contain at least a one-half inch margin on all four edges.
7. Documents must be sturdy and wrinkle free to avoid damage when fed through the copier's high speed recirculation document feeder.
8. All bindings (staples, comb, spiral, 3-ring, etc.) should be removed from documents submitted. Since bound documents such as books, magazines, pamphlets, cannot be fed into the document feeder, they should not be sent to the Copy Center. Make a copy on a self-service copier and then submit for copying.
9. Special projects that require non stock items that are provided by the requestor should be sampled prior to the completion of the entire print request is complete to ensure that the job will be done correctly and stock is notwasted.
10. Requests requiring large amounts of copies may need approval prior to completion.