

Central Oregon Community College - **CHARGED** or **Special Handling MAIL**

Date: date Department: OSU - Cascades Banner Index: LCBXXX

Contact Person: Your Name Ext# Phone#

- Post Office Mail Specify Special Services (Insurance, Certified, Bulk Mailing, etc.) Call for information - 7577
- UPS
- Fed X
- International Mail
- Other

Mail Services Info Only

# of pieces @	= total	# of pieces @	= total

Duplication Request - Please fill out and attach to your original(s). DATE: _____

Please complete all information below to ensure proper processing - originals should be paper clipped and NOT stapled.

Name and Department: John Smith, OSU - Cascades Banner Index #: LCBXXX

Phone Ext #: Phone# Date needed: DD/MM and Return: _____ OR Pick up: _____
 We will default to return if preference not noted.

Number of originals	Number of Copies/Sets	Description	Color/size/weight of paper	1 or 2 sided	Collate & Staple	3 hole drill	Fold	Cut	Special Inst. See below
1	100	Midterm Exam		1	✓				

of pages enclosed. Count each side to be copied. Please assign a title to each Job and separate each with a paper clip - **Remove all STAPLES** Default white 20# Default 2-sided

Special Instructions: () Pad, () Punch & Bind, () Booklet, () Other: _____

Campus Distribution: () Post, () All Staff, () Faculty, () Other: _____