

# Copy Project Request Form

Date:

## Ordered By

Department:   
Address:   
Phone:   
Email Address:   
Contact Name:

**Deliver To**  Same as Above

Address:   
Phone:   
Fax:   
Contact Name:



DU Quick Copy Center  
2150 E. Evans Ave.  
Denver, CO  
80208  
Phone: 303-871-3184  
Fax: 303-871-4144  
qcc@du.edu

## COPY INSTRUCTIONS

# of Originals  # of Copies

1 Sided  2 Sided  Black & White  Color Copy

## STOCK TO BE USED

8.5 x 11" (Letter)  8.5 x 14" (Legal)  11 x 17" (Tabloid)  
 20# White  20 # Pastel  HOT'S 60#  
 Color of Stock  Cover Stock  
 3 Hole Punched  Resume

## BINDERY

Collate  Corner Staple  Book Staple  
 Comb Bind  Coil Bind  Tape Bind  
 Fold  Cut To

Special  
Instructions

## Payment

Fund:   
Org #:

## Internal Use Only

Order Completed:	<input type="text"/>
Ship Date:	<input type="text"/>