

**COPIER JOB FORM**

(Please fill out and return to Main Office 24 hours prior to due date)

**Name**

\_\_\_\_\_

**Home Room**

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**Phone Ext.**

\_\_\_\_\_

**No. of Pages**

\_\_\_\_\_

**No. of Copies**

\_\_\_\_\_

**Due Date**

\_\_\_\_\_

**Paper Size:**

8 ½ x 11

8 ½ x 14

11 x 17

**Options:**

Staple

Sort

Double Sided

**Completed By:** \_\_\_\_\_ (Main Office Staff Initials)

**Received By:** \_\_\_\_\_ (Faculty Initials)