



# Materials Duplication Services

## Request Form

Today's Date: \_\_\_\_\_ Date Needed by: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title of Materials: \_\_\_\_\_ Client: \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Number of Sets of Copies: \_\_\_\_\_

**STANDARD COPY PROJECT**

White paper, 8.5 X 11  
 Collated, Single staple, Double-sided  
 Training and Development Solutions will provide a cover sheet

### Preferences

**Paper Color**

- White
- Blue
- Canary
- Green
- Pink
- Goldenrod

**Paper Size**

- 8.5 X 11
- 8.5 X 14

- Collated
- Staple
- 3-Hole

**Special Request**

- 5 tab index
- 8 tab index

**PowerPoint Presentation \_\_\_\_\_ # of slides on each page of handout.**

Please indicate the number of slides you would like to have on each page of the handout

**Materials Pick up**









Once your materials are received and copied, we will contact you for pick up at the phone number you have listed above.

**Reimbursement of Cost for Duplication**

If you choose to make copies on your own, please remember that you will **not** be reimbursed.

**Special Instructions (be specific):**

**Expected Level of Quality for Training Materials**

-  Course materials should be first generation copies
-  Pages should be clean (no scuffs, erasure marks, corrections, dirt, etc.)
-  No handwritten page numbers
-  Free from typographic and spelling errors
-  No more than three different fonts used
-  Minimum font size for body text is 10
-  One inch margin minimum on left-hand side of page
-  Sources cited

Materials rec'd by: \_\_\_\_\_ Coversheet created by: \_\_\_\_\_

Duplicated/assembled by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Instructor contacted for pick-up on: \_\_\_\_\_ by (circle one) E-mail Phone