



# Photocopy Request Form

- All originals must be received in the office **AT LEAST 3 DAYS** in advance
- Fill out this form and attach it to your original(s)
- Place form and originals in the mailbox labeled Office (or fax or mail)
- Your copies will be made and placed in your mailbox or in one of the larger bins if you requested a large number of copies
- If you have any questions call the office at 614-471-9673

Name \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

Ministry \_\_\_\_\_

ORIGINAL

COPIES

PAPER SIZE

One sided

Number of Copies \_\_\_\_\_

5 1/2" x 8 1/2"

One to two sided

X Number of Pages \_\_\_\_\_

8 1/2" x 11"

Two sided

= Total Paper needed \_\_\_\_\_

8 1/2" x 14"

Two to one sided

11" x 17"

TYPE / COLOR OF PAPER FOR COPIES

White

Color

Color Preference: \_\_\_\_\_

BINDING

Color of Cover: \_\_\_\_\_

**Note: All copies or other materials that need binding must be in the office AT LEAST 1 WEEK in advance.**

COMMENTS

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