

# Copy Request Form

## Langdale College of Business

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Requestor's name:

Secretary

Becky Tracey  
Demetress Rozier  
Emily Seckinger

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Date needed:

Time needed:

Number of copies:  
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Copy job is for...

Exam  
Quiz  
Course Materials  
Other

Other, please specify  
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Specific copy  
instructions  
(check all that apply):

one-sided  
two-sided  
collate  
staple  
hole punch

Special instructions  
(multiple versions,  
paper color(s), etc.)  
  

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