TMCC
Truckee Meadows Community College
Central Services

Instructions | Reset | Print

COPYING / BINDING REQUEST FORM

Deliver To:	Date Needed:
Today's Date:	
Department:	
Account Number:	
Requestor's Name:	

Note: A separate copy request is required when a group of originals have **any changes** in number of originals, copies, colors of paper or other changes in instruction. A single, two sided copy counts as 2 originals, not one. All copying requests **must** have above information filled out **in full** or the job will be returned to the department to be completed. This will cause a delay in the timeliness of your copy order.

COPYING

Number of Originals (printed surfaces) to be copied:	☐ Single Sided ☐ Two Sided	☐ 8 ½ × 11	☐ 8 ½ × 14 ☐ 11 × 17
Number of Copies needed:	☐ Single Sided ☐ Two Sided	☐ 8 ½ × 11	☐ 8 ½ × 14 ☐ 11 × 17
Paper Color:	Inks:	☐ Black	☐ Color

STATIONARY

Business Cards	× 250	Envelopes	× 500	Letterhead	× 500

Note: A completed template **must** accompany request form.

FINISHING

	Y	N			
Copies to be Collated:	☐	☐			
Copies to be Stapled:	☐	☐	☐ Once	☐ Twice	
Copies to be Punched:	☐	☐	☐ Three (left)	☐ Two (top)	
Copies to be Folded:	☐	☐	☐ Letter Fold (3)	☐ Half	☐ Other:
Copies to be Cut:	☐	☐	Describe:		
Copies to be Padded:	☐	☐	Pads are 50 sheets only.		
Copies to be Laminated:	☐	☐	Copy Center does not cut apart laminated pieces.		

BINDING

	Y	N			
Copies are to have covers:	☐	☐	Cover Color:		
Covers are to be Printed:	☐	☐	☐ Black	☐ Color	
Job is to be Bound:	☐	☐	☐ Comb	☐ Tape	Tape Color:

COPYRIGHT

Have any portions of your copy been published in any weekly or monthly periodical, trade magazine or book? If so, please fill out the following information.

Title of Periodical/Book:	Title of Article:
Publication Date:	How many copies do you require **this semester**:
Start Date of Semester:	End Date of Semester:

A copy of the title page and the copyright page are **required** for the copyright service to properly identify the publication and publisher. Please have these ready when you bring your job to the Copy Center. Clearance can take up to 6 weeks for approval. Please plan accordingly.

FOR COPY CENTER USE ONLY

Number of Impressions:		Received
Number of Covers:	F $.50 per set	
Number of Tape Bindings:	F $.50 each	
Number of Comb Bindings:	F $.75 each	
Laminating:	F $.20 /foot	

TMCC is an EEO/AA (equal opportunity/affirmative action) institution and does not discriminate on the basis of sex, age, race, color, religion, disability, national origin or sexual orientation in the programs or activities which it operates.

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STATIONARY TEMPLATE

FOR ALL STATIONARY
☐ 7000 Dandini Blvd., Reno, NV
☐ 475 Edison Way, Reno, NV
☐ 5270 Neil Road, Reno, NV
☐ 18600 Wedge Parkway, Reno, NV

BUSINESS CARDS	
Name:	Department:
Title:	Division:
Phone:	Room:
E-mail:	Fax:

ENVELOPES	
☐ Black ink only	☐ Two Color

LETTERHEAD	
Department:	
☐ Black ink only	☐ Color ink only

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