

# DUPLICATION REQUEST FORM

Please print clearly:

**Send to Palmdale Center**

Today's Date \_\_\_\_\_ Name \_\_\_\_\_

Department \_\_\_\_\_

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Signature \_\_\_\_\_

**DATE COPIES NEEDED BY:** \_\_\_\_\_

**NOTE:** Duplication requests require two business days to process. For urgent requests, please consult with the Copy Center to ensure your copies can be done in the time needed.

Print in color

Print in B&W

**# OF COPIES NEEDED:** \_\_\_\_\_

- One-sided
- Two-sided
- Collated
- Stapled
- 3-hole punched

**PAPER COLOR:**

- White
- Almond
- Blue
- Goldenrod
- Gray
- Green
- Pink
- Tan
- Yellow

**OR**

**CARDSTOCK COLOR:**

- White
- Blue
- Gray
- Ivory
- Orchid

**NOTE:** For booklets/binding requests, please meet with the duplication team for more details.

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_

If funded by a GRANT, please provide program manager signature and FOAP for approval:

Signature \_\_\_\_\_ FOAP \_\_\_\_\_ # of pages \_\_\_\_\_