## **University of South Carolina Aiken**

## **Request for Photocopying**

Date and Time Requested Date Needed

Job Description

Number of Pages of Original Total Copies Needed

<u>Printing Instructions:</u> <u>Color/Size of Paper to be used:</u>

Print Front and Back Print on one side White Paper

Collate Staple 3 Hole Punch 8 ½" x 11" 8 ½" x 14"

Black & White Color 11" x 17"

Colored Paper

Other 8 ½" x 11"

Authorized by Telephone

Department

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