

**LUZERNE INTERMEDIATE UNIT
GRAPHIC ARTS DEPARTMENT**

Approved: _____

Department: _____

Date: _____

Requested by: _____

Date Needed: _____

XEROX DUPLICATION

Number of ORIGINALS _____

Number of COPIES _____

One Side to One Side

One Side to Two Sides

Two Sides to Two Sides

Paper: **White** **Cardstock**

Color **Indicate Color Preference** _____

Collate **Staple** **Fold** **Cover**

Bind: **Ring** **Tape**

NCR Paper: **2 Part** **3 Part** **4 Part** **5 Part**

COLOR COPIER DUPLICATION

Please fill in information above and check here

SPECIAL INSTRUCTIONS: