



UNIVERSITY of NORTH CAROLINA
ASHEVILLE

COPY CENTER REQUEST FORM

Invoice: _____

Date: _____

UNC Asheville COPY CENTER
One University Heights Asheville, NC 28804-8508, CPO #1245
828/251-6430 • Fax 828/232-5176
copycenter@unca.edu • http://copycenter.unca.edu

Department _____ Requested by _____ Due Date _____

Fund # _____ Approving Signature _____ Phone # _____

of originals _____ Quantity _____ Pick Up Delivery (building/room) _____

PROJECT DESCRIPTION: _____

Paper Size: 8.5x11 8.5x14 11x17
Copy: 1-sided 2-sided Black & White Color
Paper: Weight: _____ Color: _____

custom size: _____ Carbonless Forms: 2pt 3pt 4pt
(wide format printing only)

FINISHING:

Collate

Staple
 1 2

Hole Punch
 2-hole 3-hole
 left top right

Padding
 Glue: Top Side
 Sheets per Pad _____
 Chipboard

Fold
 Z half
 letter-out letter-in
 double parallel gate

Plastic Comb Binding
 Laminate
 Booklet Making
cover _____

STATIONERY:

Business Cards: _____
(Quantity)

Letterhead: _____
(Quantity)
 UNCA Watermark
 Non Watermark

Envelopes: _____
(Quantity)
 #10 Regular #9 Regular
 #10 Window #9 Window
 #10 Formal #9 Security Window

COPY CENTER USE ONLY

Customer Signature: _____ Date: _____ TOTAL: \$ _____