



# Duplicating Request Form

Please allow a minimum of one full working day for small jobs. Jobs requiring padding, binding, over 100 copies/pages, or collating may take longer.

Electronic files may be sent to: [duplicat@luthersem.edu](mailto:duplicat@luthersem.edu)

Name	Account #	Department to be charged
# of Copies	Requested by Time	Requested by Date

**Paper Color**

- White
- Other:

**Sides**

- 1-sided
- 2-sided

**Binding**

- Spiral
- Booklet

**Cut**

- Half
- Third
- Quarter
- Other:

**Fold**

- Half
- Third Z-fold
- Third Letter-fold

**Scan**

- TIF
- JPEG
- OCR

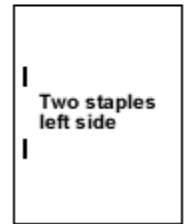
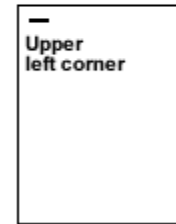
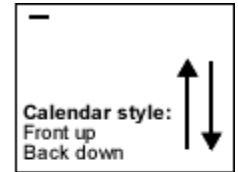
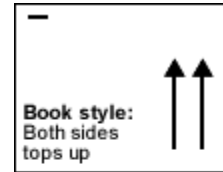
**Other**

- 3-hole punch
- Transparency
- Pad
- Color printing

**Delivery**

- P.O. Box # \_\_\_\_\_
- Hold for pick-up
- Other delivery:

**Staple (mark one)**



Special Instructions:

**Copy Charges**

Black and White copies:

\$.10/copy, up to 500  
\$.04/copy, over 500

Color copies:  
\$.30/ copy

Labor: \$10.00/hour  
(1/4 hour minimum charge)

Reminder: Charges are per copy, not per page. A page printed on both sides is considered two copies.