**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

<table>
<thead>
<tr>
<th>Name</th>
<th>Account #</th>
<th>Department to be charged</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of Copies</th>
<th>Requested by Time</th>
<th>Requested by Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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)
- Book style: Both sides tops up
- Calendar style: Front up Back down
- Upper left corner
- Two staples left side

**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.