Appendix A. Copy Center Request for Reproduction

USGS
science for a changing world

Copy Center Request for Reproduction

Name: _____ Date Submitted: _____ Office: _____ Ext: _____

No. of copies: _____ Date Required: _____ Time Required: _____

Original Copy	Stock	Print	Finish
☐ One Sided	☐ Colored Paper	☐ 1 Side	☐ Staple
☐ Front to Back	☐ Color _____	☐ Front to Back	☐ 3-Hole Punch
☐ Black Text	☐ Standard 8 1/2 x 11	☐ Reduction Approx. %	☐ Bind
☐ Colored Text	☐ 3-Hole 8 1/2 x 11	☐ Black/White Copy	☐ Collate
	☐ 8 1/2 x 14	☐ Color Copy	☐ Fold - Include Sample
	☐ 11 x 17		☐ Cut/Trim - Include Sample
	☐ 8.5 x 11 (32 lb.)		

Comments:

Completed by: _____ Date: _____ Time: _____

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