

# UCSC Copy Center Exam, Syllabus and Course Handout Order Form

\* Please email this form to [copy@copycenter.ucsc.edu](mailto:copy@copycenter.ucsc.edu), along with the file to be printed.

\* PDF Files are preferred.

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\* If you have any questions, please call us at

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Course   
Orderer   
Phone   
Email   
FOAPAL Fund - Org - Activity     
Approver   
Approver Email   
Date Due   
Pickup or Delivery?   
Mail Stop

**Job 1** File Name   
Quantity  Paper Color   
Page Count   
Single Sided or Double Sided?   
Special Instructions

**Job 2** File Name  Collate   
Quantity  Paper Color  with Above Job  
Page Count   
Single Sided or Double Sided?   
Special Instructions

**Job 3** File Name  Collate   
Quantity  Paper Color  with Above Job  
Page Count   
Single Sided or Double Sided?   
Special Instructions

**Job 4** File Name  Collate   
Quantity  Paper Color  with Above Job  
Page Count   
Single Sided or Double Sided?   
Special Instructions