Copy/Scan Request Form
School of Music Copy Center

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Date Needed ___________ Time Needed ___________
Course Number ______________

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☐ Faculty  ☐ Staff  ☐ TA/GA
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Unless otherwise stated, all copies will be black & white and double-sided on 8 ½” x 11” white paper.

☐ Single-sided copies  ☐ Double-sided copies
☐ Transparency  ☐ Black & White  ☐ Color

Paper Size:
☐ 8 ½” x 11”  ☐ 8 ½” x 14”  ☐ 11” x 17”

Paper Color (8 ½” x 11” only) ________________________________

☐ Collated  ☐ 3-hole punch  ☐ Stapled  ☐ Spiral Bound

☐ Cut to size (please specify in inches) ________________________________

☐ Fold (please describe in detail) ________________________________

☐ Other information ____________________________________________

Questions or comments?
Contact the Copy Center: music-steno@illinois.edu
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