

**IKON Office Solutions
Management Services
Mesa Community College**

Acceptable documents that can be submitted for copying to the Copy Center online:

- Requests for Black & White and Color Copies.
- Only MS Office Documents (i.e. Word, Excel, and PowerPoint)"

Attach completed ticket with document and e-mail to:
Copycenter@mcmail.maricopa.edu

*Please be sure to complete all areas in RED
Submitted digital documents will be deleted once copies are made.*

Requestor's Name: _____ EXT: _____ Building _____

Today's Date: _____ Date Job Needed: _____ Time Job Needed: _____ Call

Confidential: YES / NO Part-time: _____ Full-time: _____ Deliver _____
Will Pick-up

Copy Account #: _____ Department Name: _____

Special Instructions:

Number of Originals: _____ Number of Copies: _____ Total Copies: _____

<u>SIZE</u>	<u>PAPER</u>	<u>PRINT</u>	<u>FINISHING</u>
8 1/2 X 11	3 HP _____		GBC BIND _____
8 1/2 X 14	WHITE _____	ONE-SIDED _____	TAPE BIND _____
11 X 17	BLUE _____	TWO-SIDED _____	LAMINATE _____
	GREEN _____		SHRINK WRAP _____
	YELLOW _____	COLOR COPIES _____	CUT _____
	PINK _____		FOLD _____
	ASTROBRIGHT _____		PAD _____
	CARDSTOCK _____		
	TRANSPARENCIES _____		COLLATED _____
	OTHER _____		UNCOLLATED _____
			STAPLE _____
			CLIP _____