

University of Dallas Education Department

Student Copying/Printing Request Form

Name of Student: _____

Date: _____

When do you need the copies by: _____

Class: _____

Professor: _____

Instructions:

- For each document you need printed please fill out a separate request form.
 - If all copies can be combined into one copy then only one form needs to be filled out.
- Please attach this form to the **FRONT** of the document you need copied
- Please turn in to Administrative Assistant in the Education Department at least 24 hours before due for class.
 - Please note if you request printing less than 24 hours before the class they are due we can not guarantee the fulfillment of this request.

of Copies Requested: _____

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Finishing:

Single Sided _____ Double Sided _____ 3 Hole Punched _____ Stapled _____

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Only needs Signature if work has a Copyright!

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