

# Cayuga-Onondaga BOCES.....Copy Service Request

- Both the top and bottom of this form must be completed and the certification signed by both the requester and district administrator before the requested services can be completed.
- Attach this completed form to the materials to be copied with a paper clip.
- Send the completed request to the ISS Copy Service via the courier, messenger, or in-person.

**Description of Material to Be Copied:**

\_\_\_\_\_

\_\_\_\_\_

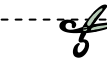
<p><b><u>Dates</u></b></p> <p>Sent to ISS: <input type="text"/></p> <p>Received by ISS: <input type="text"/></p> <p>Required By: <input type="text"/></p>	<p><b><u>Number of copies</u></b></p> <p>Total Masters <input type="text"/></p> <p>Copies/Master <input type="text"/></p> <p>Total Copies <input type="text"/></p>	<p><b><u>Finishing</u></b></p> <table> <tr> <td>No</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>One Sided</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Two sided</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Collate</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Staple</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	No	<input type="checkbox"/>	<input type="checkbox"/>	One Sided	<input type="checkbox"/>	<input type="checkbox"/>	Two sided	<input type="checkbox"/>	<input type="checkbox"/>	Collate	<input type="checkbox"/>	<input type="checkbox"/>	Staple	<input type="checkbox"/>	<input type="checkbox"/>
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Collate	<input type="checkbox"/>	<input type="checkbox"/>															
Staple	<input type="checkbox"/>	<input type="checkbox"/>															

<p><b><u>Requester Information:</u></b></p> <p>Name: _____</p> <p>Building: _____</p> <p>District: _____</p> <p>Phone: _____</p> <p>Contact: _____</p>	<p><b><u>Special Requirements:</u></b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**Certification:**

*We certify that this request is in compliance with all applicable copyright law and district policy.*

Requester: \_\_\_\_\_ Administrator: \_\_\_\_\_



Deliver To: \_\_\_\_\_ Building: \_\_\_\_\_

Remarks: \_\_\_\_\_

Date Received By ISS Copy Service:

Date Sent To Requester:

Revised 2/1/99