

# Henry Ford College

## Copy Request Form

Graphics Center – 313-845-9627

MacKenzie Fine Arts Center – Room F-5

Mail the form and the materials to be copied to the Graphics Center, MacKenzie Fine Arts Center. If applicable, you may also submit the form and materials to [graphics@hfcc.edu](mailto:graphics@hfcc.edu).

Allow 5 business days turn-around.

In submitting this job request, I have complied with the Copyright Law of the United States (Title 17, U.S. Code).

Name \_\_\_\_\_

Date \_\_\_\_\_

Division \_\_\_\_\_

Due Date \_\_\_\_\_

Office Location \_\_\_\_\_

Phone \_\_\_\_\_

Document Title \_\_\_\_\_

Delivery Instructions \_\_\_\_\_

Page Count \_\_\_\_\_

Number of Copies \_\_\_\_\_

Copy Services – Black & White  Color

Paper Size \_\_\_\_\_

Copy Number of Sides \_\_\_\_\_

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**Special Instructions**

\_\_\_\_\_

\_\_\_\_\_

### Finishing

- Staple
- Collate
- 3 – Hole Punch
- Tape/Glue Bind
- Spiral Plastic Ring
- Pad/Glue Edge
- Band with Paper
- Fold – Letter/Trifold
- Fold – Half Fold
- Trim

### On-Campus Distribution

- Administrators – 53
- Full-Time Faculty – 174
- Part-Time Faculty – 611
- Support Staff – 154
- Full-Time Employees – 398
- All of the Above – 1,064

Requested  
Distribution Date \_\_\_\_\_

### Graphics Center Use Only

**Date Received**  
\_\_\_\_/\_\_\_\_/\_\_\_\_

**Ship Date**  
\_\_\_\_/\_\_\_\_/\_\_\_\_

**Mailroom Use Only**  
**Date Rec'd**  
\_\_\_\_/\_\_\_\_/\_\_\_\_

**Date Completed**  
\_\_\_\_/\_\_\_\_/\_\_\_\_

**Completed By** \_\_\_\_\_