

**Tutor Requesting:** \_\_\_\_\_ **Class/Student Requested For:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_ **Date Materials Needed:** \_\_\_\_\_ **Tutor Phone #** \_\_\_\_\_

**Date Filled** \_\_\_\_\_ **Date Contacted** \_\_\_\_\_ **Date Picked Up** \_\_\_\_\_

**Staff: Please Initial Under Each**

**Copies** **Pages:** \_\_\_\_\_ **NUMBER OF COPIES:** \_\_\_\_\_

**Double-Sided**     **Single Sided**     **Color**     **Stapled**     **Collated**

**Three Ring Hole Punched**     **Colored Paper:** \_\_\_\_\_  
(which color)

**Special Instructions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach this form to the material to be copied and drop in either Literacy Office or in Copy Request Box. Please allow a reasonable amount of time for production. You will be notified when the copies are ready. They may be picked up either from your mailbox or the Literacy Office.**

**Supplies** **Quantity:** \_\_\_\_\_

**Items Requested:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Office Supply request may require time for delivery.  
If a copy or supply request cannot be filled you will be notified. Staff, please make any necessary notes on the back of this form**

V.2 11.6.15