

MONTGOMERY COUNTY INTERMEDIATE UNIT
DUPLICATION REQUEST FORM












PRINT FORM

Name(s): _____ Office: _____ Acct#: _____

Date Submitted: _____ Date Needed: _____ Date Completed: _____

**ALLOW AT LEAST TWO WORKDAYS (48 HOURS) FOR COMPLETION.
YOU WILL RECEIVE AN EMAIL WHEN COPYING IS COMPLETED.**

NUMBER OF COPIES: BLACK & WHITE: _____ COLOR: _____

- | | | |
|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/> Collated  | <input type="radio"/> Staple  | <input type="radio"/> Clip  |
| <input type="radio"/> Single-Sided  | <input type="radio"/> Double Staple (Side)  | <input type="radio"/> Rubber Band  |
| <input type="radio"/> Double-Sided As Is  | <input type="radio"/> Middle Staple & Folded in Half  | <input type="radio"/> Bind (Black Strip)  |
| | | <input type="radio"/> Spiral Bind (Comb)  |
| | | <input type="radio"/> Lamination  |

Special Instructions: _____

- | | | |
|----------------------------------|---------------------------------|------------------------------|
| Paper Type: | Paper Color: | Cardstock Color: |
| <input type="radio"/> Letter | <input type="radio"/> White | <input type="radio"/> White |
| <input type="radio"/> 3-Hole | <input type="radio"/> Blue | <input type="radio"/> Blue |
| <input type="radio"/> Legal | <input type="radio"/> Buff | <input type="radio"/> Canary |
| <input type="radio"/> 11x17 | <input type="radio"/> Canary | <input type="radio"/> Cherry |
| <input type="radio"/> Letterhead | <input type="radio"/> Cherry | <input type="radio"/> Gray |
| | <input type="radio"/> Goldenrod | <input type="radio"/> Green |
| Fold: | <input type="radio"/> Gray | <input type="radio"/> Ivory |
| <input type="radio"/> Trifold | <input type="radio"/> Green | <input type="radio"/> Pink |
| <input type="radio"/> Bifold | <input type="radio"/> Ivory | <input type="radio"/> Salmon |
| | <input type="radio"/> Lavender | |
| | <input type="radio"/> Pink | |
| | <input type="radio"/> Salmon | |
| | <input type="radio"/> Tan | |

UNDATED STAMPED ENVELOPES:
NUMBER OF ENVELOPES: _____ POSTAGE: _____

- | | |
|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/> Regular  | <input type="radio"/> 10 x 13  |
| <input type="radio"/> Return  | <input type="radio"/> 6 1/2 x 9 1/2  |
| <input type="radio"/> Window  | |