

COB Copy Request for Instructional Materials

Please complete the form thoroughly, send it **EARLY** to Maryam Sabet at: sabetm@csus.edu for review and process in the system with a sample of your original document in **PDF** format only. Thank you.

Contact Information

Name:

Office telephone #:

E-mail:

Printing/Copy Request

Job Name:

Exam?

Yes

No

Return Date:

of Original pages:

of Copies for class/
section:

Note: Not the day of assignment or test! At least 2 Days in advance!

Ink/Paper Selection

Format:

One-sided

Back to back

Ink:

B&W

Color

Paper Size:

8 1/2 x 11 (Standard)

Other:

Stock Style & Weight:

20# Bond (Standard)

Other:

Paper Color:

White

Other:

Staples:

None

One, top left corner

Other:

Cover Page

No

Yes, paper color:

Special Instructions: