

To request a copy, print, or scan job, please complete all the required fields of this form by computer and bring a signed copy to the Service Center. If you have any questions, please email [swassist@columbia.edu](mailto:swassist@columbia.edu) or call 212-851-2212.

**STEP 1: Your Information**

Name \_\_\_\_\_

UNI \_\_\_\_\_

Department \_\_\_\_\_

Phone \_\_\_\_\_

**STEP 2: About Your Project**

Copy Request

Print from Email/Media

Scan-to-Email (non-ADA compliant)

Date & Time Received *(Completed By Staff)* \_\_\_\_\_

Date & Time Needed \_\_\_\_\_

Media Type (e.g. Book, Email, Hardcopy, etc.)  
Copyright Protected

**STEP 3: Copy/Print Details *(Complete only for a copy or print request)***

Item 1: Book / Filename / Chapter / Pages \_\_\_\_\_ →  $\frac{\text{\# Original Pages}}{\text{\# of Copies}} \times \text{\# of Copies} = \text{Total Copies}$

Item 2: Book / Filename / Chapter / Pages \_\_\_\_\_ →  $\frac{\text{\# Original Pages}}{\text{\# of Copies}} \times \text{\# of Copies} = \text{Total Copies}$

Item 3: Book / Filename / Chapter / Pages \_\_\_\_\_ →  $\frac{\text{\# Original Pages}}{\text{\# of Copies}} \times \text{\# of Copies} = \text{Total Copies}$

Paper Size	Copy Details		Paper Stock	
Letter - 8.5 x 11	One-sided	Double-sided	White (92-bright)	Blue
Legal - 8.5 x 14	Staple – Single	Staple – Double	Salmon Pink	Green
Tabloid - 11 x 17	Collated	Sorted	Canary Yellow	Goldenrod Gold
	3-Hole Punched			

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

**STEP 4: Payment Information**

Natural Account	Dept.	Project	Activity	Initiative	Segment	Site

**STEP 5: Signatures**

Submitted By:

Approved By:

Name \_\_\_\_\_

Name \_\_\_\_\_

Signature & Date \_\_\_\_\_