

COPY CENTER REQUEST FORM

Please complete, print & bring or email to copy center, Level 0, Campus Library (Building 12),
For further information about our services please contact us at
Ext **808-3631** or email **campus.reprographics@kaust.edu.sa**

Name : Kaust ID:

Department/Office :

Contact Numbers : Email Address:

Date Submitted : Date Needed: Time:

Pick-up Time :

(Pick up arrangement is the responsibility of the customer)

Cost Center Cash Pocket ID

(Requires Cost Center Manager Signature)

Signature : Manager Signature :

(For Cost Center Only)

Job Description

Job : Printing Copying Scanning Binding Lamination Other

Type of Originals : Hard copy USB Via Email CD

No. of Originals : No. of Copies One Sided Two Sided

Paper Formats : Letter A3 A4 Special(Please Specify)

Large Formats : A0 A1 A2 Special(Please Specify)

Paper Quality : Normal (80 gsm) Special(Please Specify)

Collate : No Staple 1 Staple 2 Staples Booklet

Binding : Coil Wire Plastic Wire

Lamination : A3 A4 Letter

Scanning : DPI Colored Black & White

: No. of Pages Scanned A4 A3

Special Instructions :

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