New School University Duplicating Request

Mail & Duplicating Services
55 West 13th Street, lower level
212-229-5302 (phone) 212-229-5984 (fax)

Job Number	
Date Required	am/pm

Date: Department:	FO	AP		
Send to:	Division/Bldg:	Floor/Room:	Ext	
Please make copies from eac	h of the accompanying original(s)	. Total Number of Copies_		
Paper Color ☐ White ☐ Other:	Special Paper Letterhead	Special Instructions ☐ Collate ☐ Collate & Staple ☐ Copy Double-Sided	☐ Copy per original☐ Spiral Binding	
Paper Size □ 8½ x 11 □ 8½ x 14 □ 11 x 17	Carbonless Forms □ 2 part □ 3 part □ 4 part □ 5 part	☐ Front Cover☐ Back Cover☐ Both Covers	☐ Fold in half☐ Fold in thirds☐	
Other Instructions				
Authorized Signature by Dean or Department Head				
The second secon	equest. Requests must include the department nar rized signature. Requests received without this for		te Completed	

Please allow three days for all jobs. Rush delivery for orders may be available upon request.