

HOW TO REQUEST COPY SERVICE

There are 2 ways that you as a customer can send copy service requests to the copy service department.

1. The “regular” way is to fill out a copy service request form, attach the “paper” originals and deliver or use the pick-up service to get the materials to the copy service department.

2. The preferred way is to send a copy service request by email and include information such as index code, number of copies, due day, time due, color, 1-side, b-b, staple, fold, cut, etc and simply use the attachment feature to attach the document to be copied. If you are using software other than Microsoft Word you will need to save the file as “rtf” or “pdf” if available. Feel free to send a “test” document to verify the proper font and format. I will continually monitor the email and process and deliver incoming copy service orders in a timely manner. This option is especially helpful for those who work at home. The copy service email address is:

copysvc@eou.edu

You are welcome to use any or all of the options available! If you have any questions feel free to contact me. copysvc@eou.edu or 23505.

As always please remember to follow Copyright rules and regulations.