

## Request for Xerox Copying(Application Form)

<b>Department</b>		<b>File No.</b>	
<p>Please make sure that you indicate the name of the author and the title of the book or article and that you follow the law of copyright in case you have to make copies from others' works. Anyone who requests xerox-copying should be responsible for his/her own breach of copyright.</p>			
<b>Applicant</b>	<b>Tel.</b>		
<b>Preparer</b>	<b>Tel.</b>		
<b>Course Title</b>			
<b>No. of Original</b>	A4 ( ) 、 B4 ( )		
<b>Type of copies Only Double-sided</b>	<input type="checkbox"/> A4→A4 DBL	<input type="checkbox"/> PPT→A4(4 in 1)DBL	
	<input type="checkbox"/> A4→enlarge B4 DBL	<input type="checkbox"/> PPT→B4(8 in 1)DBL	
	<input type="checkbox"/> A4→combine B4 DBL	<input type="checkbox"/> PPT→A4(6 in 1)DBL	
	<input type="checkbox"/> B4→B4 DBL		
<b>No. of copies</b>			
<b>Date Submitted</b>	____(M)____(D)____(H)	<b>Date to be picked up</b>	____(M)____(D)____(H)
<b>Special Request</b>	<input type="checkbox"/> I need Single-sided only <input type="checkbox"/> another(please describe detail)		
<b>Evening Program</b>	<b>Send to</b>	<b>College</b>	

**For Staff only**

<b>Handing</b>		<b>Print</b>		<b>On Shelf</b>	
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## Request for Xerox Copying(Applicant's Copy)

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