

The copy center is available for School of Education employee use, for office or classroom materials. Requests must be submitted **at least** 48 hours prior to the desired pick-up date. Office staff will try to accommodate any “rush request” (ie, between 24-48 business hours), but the timing of completion will be based upon staff availability.

All requests are processed on a first come, first served basis and are subject to administrative review/approval.

THE FOLLOWING INFORMATION **MUST BE INCLUDED** IN EACH REQUEST.

Send your request to copycenter@siu.edu with the following information included:

- Justification for the request
- Your name AND e-mail
- Total number of copies requested
- Black & White OR Color?
- Single OR Double sided?
- Should your copies be stapled?
- Requested pick up date (must be *at least* 48 business hours after submission)
- The document to be copied (only include ONE per email, multiple e-mails should be sent for multiple requests)

Failure to include any of the above-listed items will result in your request being returned pending the addition of that information.