



## Copy Request Form

☐

Worksheet

☐

Examination Paper

Requested by:

Name.....

Subject.....Class.....

Number of originals.....pages

Number needed.....pages / sets

Date requested.....

Date needed.....

### Copy Details

☐

one-sided only

☐

two-sided

☐

grouped (จัดกลุ่ม)

☐

sorted (เรียงหน้า)

☐

staple (เย็บมุม)

☐

bind (เย็บเล่ม)



GROUPED



SORTED

Please rate your satisfaction.

	Excellent	Good	Fair	Poor
Speed of service (reasonable time and on time)				
Officer (polite, enthusiastic and responsible)				
Your satisfaction to the copy service				

Comments (if any).....

### FOR OFFICE USE ONLY

### Get a Jop

Total.....pages

.....

Officer.....

User

Date ...../...../.....

Date ...../...../.....