

Instructions for Copy Service Requests

1. Complete the Copy Services Request E-form. An example is

- The “ACTV” codes are unique for each instructor and are listed in the table (right).
- The “LOCN” codes are the letters BI plus the course number.

2. You have three options for sending your document to Copy Services:

- Attaching the file to the E-form – this option only applies to documents that are less than 500 kB.
- Putting the document on the P drive – You will need to save your document in the following directory
P:\PGWC\PGWC_public\Biology and then indicate the location and file name in the box on the E-form.
- Delivering a hard copy – You still need to send the form to the office for verification (see below), but you would take a printed copy of your document to either the Haggard Hall or Parks Hall Copy Centers. Copy Services can pick up the job in the Biology office (3 pickups/day) or a work study student can deliver the job on Thursdays & Fridays.

3. After the form is completed change the email address in the submit box to **grp.cst.biology.copy@wwu.edu**. After the billing information is verified the form will be sent to Copy Services.

**See example form on page 2*

Biology Department Activity Codes

Instructor	ACTV Code
Acevedo, Alejandro	BIOACE
Anderson, Roger	BIOAND
Arellano, Shawn	BIOARE
Binney, Elizabeth	BIOBIN
Brodhagen, Marion	BIOBRO
Brooks, Lee	BIOLIO
Connell, Georgianne	BIOCON
Dahlberg, Lina	BIODAH
DeChaine, Eric	BIODEC
Donovan, Deborah	BIODON
Galati, Nick	BIOGAL
Hooper, David	BIOHOO
Kodner, Robin	BIOKOD
Lapsansky, Janice	BIOLAP
Leaf, David	BIOLEA
Lee, Suzanne	BIOLEE
Miner, Ben	BIOMIN
Moyer, Craig	BIOMOY
Olson, Brady	BIOOLS
Peterson, Merrill	BIOPET
Pillitteri, Lynn	BIOPIL
Pollard, Dan	BIOPOL
Schwarz, Carrie	BIOCAR
Schwarz, Dietmar	BIODIE
Schulze, Sandra	BIOSCH
Serrano-Moreno, Jose	BIOSER
Shekelle, Myron	BIOSHE
Singh-Cundy, Anu	BIOSIN
Biology Dept. Teaching Asst.	BIOTAS
VanHees, Dan	BIOVAN
Wang, Adrienne	BIOWAN
Wilkinson, George	BIOGEO
Williams, Mike	BIOWIL
Yamamoto, Kate	BIOYAM
Young, Jeff	BIOYOU
Zinkgraf, Matt	BIOZIN

Print and Copy Services Request

	FSBFEE			E172		BIOXXX	BIXXX
C	INDEX	FUND	ORGN	ACCT	PROG	ACTV	LOCN

Department: Biology

Date: _____

Approval: Mary Ann/Maren/Alexis
Authorized Budget Signature Only

Contact Person: *required*
 Phone: *required* Fax: x3148

Date Required: dd/mm/yyyy AM PM
Print/Press jobs: 7-10 days after FINAL proof approval

Will call at. HH Mail Stop: 9160
 Deliver. Building: _____ Room: _____

PROJECT INFORMATION:

Title / Description: _____

New Revised Reprint Design Work Only

Contact me to discuss this job.
 # of ORIGINALS: _____ Quantity Required: _____
 ONE SIDED TWO SIDED (back to back)
 PRINT IN: B&W COLOR

STAPLE BOOKLET PADS COIL BIND
 COLLATE CUT _____ TAPE BIND
 FOLD SCORING
 LAMINATE PUNCH 0 HOLES BUSINESS CARDS
 SHRINK WRAP NUMBERING Start#: _____ End#: _____

PAPER STOCK:

8.5" x 11" White
 8.5" x 14" Other Color
 11" x 17" WEIGHT Select
 12" x 18"
 Transparencies Large Format Size: _____
 Paper Provided Stock Type Select

WORK ORDER	W#New Form
1st side-volume	_____
2nd side-volume	_____
# Originals	_____
Collating	_____
Bindery Labor	\$ _____
Misc.	\$ _____
Materials	\$ _____
PAPER	1. _____
FOR OFFICE	2. _____
USE ONLY	3. _____
	4. _____

File Attached Disk Hard Copy

Location and name of electronic file:
P:\PGWC\PGWC_public

Location of file if putting on P: drive.

Proofed by: _____

Special Instructions:

Help with this form [click here](#)

Any special instructions;

"Please deliver to Biology by 1 pm Thursday, (date).

Thank you!"

Received by _____

Date _____

The submitter must enter the email address of the person or department to send the form to for further processing. Press SUBMIT to send it.

You have been automatically authenticated from MyWestern. If the information below is incorrect, please contact the ATUS Helpdesk at 650-3333.

Name: Alexis Slough ID # **W01230839**

Email To: copyservices@wwu.edu

(The Email To field is ignored for the SAVE and ATTACH form actions.)