

## PSYCHOLOGY COPY REQUESTS

Please submit the following information via email to  
[psych-copies@mx.uillinois.edu](mailto:psych-copies@mx.uillinois.edu)

1. Copy code \_\_\_\_\_
2. Course/class/lab \_\_\_\_\_
3. Requested due date and time \_\_\_\_\_
4. Number of copies needed \_\_\_\_\_
5. Copy of document to be printed (attach to email)
6. Indicate document format requests:
  - a. Single or double sided
  - b. Stapled or not
  - c. Black and white or colored copies
  - d. Indicate if a cover page is required and if it should be printed  
on colored paper
  - e. Other special instructions/requests