**Payment for copying, printing, and faxing will be taken at pick up.**

**REQUEST FOR COPYING OR PRINTING**

**At busy times we may not be able to immediately fulfil your request. We will contact you to arrange for contactless pickup of your completed order. Please be aware that Copyright laws may prohibit us from copying certain documents.**

**Name : Date & Time :**

**Telephone Number :**

**Email address :**

**Number of originals (copying requests):**

**Number of copies required:**

**Black and White ( )**

**Color ( )**

**Special instructions/Requirements :**

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**REQUEST FOR FAXING**

**At busy times we may not be able to immediately fulfil your request. Should a delay or problem occur during transmission, we will advise you accordingly. Confirmation of a successful transmission will be emailed to you.**

**Name : Date & time :**

**Telephone Number :**

**Email address :**

**Number you are faxing :**

**Number of original pages :**

**Do you require a cover sheet ? (will be included in total cost)**

**Special instructions/Requirements :**

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