



COPY REQUEST

COMPLETE ALL SECTIONS IN THIS FORM
Office needs 48-hour advance notice for all copies
Email Completed form to asu@lavc.edu

ALL FLYER COPIES WILL BE PLACED IN YOUR CLUB MAILBOX

Club Name: _____

Print Name (requestor): _____ Student Email: _____

Requestor Signature: _____ Date: _____

Date Copies Needed By: _____

You may request quarter sheets, full size sheets, or both. **Maximum limit is 60 Pages Total.**
Only Black and white ink is available on white paper or color paper. Ask us what color paper options are available via email at asu@lavc.edu.

Pages Quantity (select all that apply)	
Full Pages Quantity: _____	White Paper <input type="checkbox"/>
Quarter Sheets Quantity: _____	Color Paper <input type="checkbox"/>
Paper Color: _____	Total # of Copies: _____

----- *Pick-Up Confirmation* -----

Copies Completed By (Staff Only): _____

Picked Up By: _____ Signature: _____ Date: _____

COPY REQUEST POLICIES

- Submit Copy Request via email to asu@lavc.edu **48 hours** in advance for all copies. It may take up to two days (or 48 hours) to respond to your request.
- Clubs must have an approved **Event Form** on file in order to request copies.
- Flyers must **be stamped for approval** before submitting a request. Submit with your original stamped document for copying. (Sample options are available)
- All ASU/ICC/Club flyers must have the updated ASU (Associated Student Union) Logo, updated LAVC logo, and disabled access logo and wording.
- No color printing for flyers; Black and white ink on **color paper** is allowed. Ask what colors are available via email: asu@lavc.edu.
- No personal printing/copying allowed. Club officers may only fill out this form to print ASU club related documents.
- The maximum number of copies is 60 pages per event or per Club Day. You may request either quarter size flyers, full size flyers or both.

POSTING OF FLYERS ALLOWED IN DESIGNATED AREAS ONLY. SEND A REQUEST TO ASU@LAVC.EDU FOR A CAMPUS MAP FOR APPROVED POSTING AREAS. ALL OTHERS WILL BE REMOVED.