



# UC SANTA BARBARA

## Chemistry and Biochemistry

### Copy Request Form

**\*All copy requests must be made 48 hours in advance**

1. Course #	<hr/>			
2. Instructor Name	<hr/>			
3. Contact Phone #	<hr/>			
4. Contact Email	<hr/>			
5. If submitting copy request electronically, please include name of file	<hr/>			
	All versions (Grand total):	Version 1 (A):	Version 2 (B):	Version 3 (C):
6. Quantity Breakdown by version	<hr/>			
	All Versions (1 color for all):	Version 1 (A):	Version 2 (B):	Version 3 (C):
7. Exam Paper Color Choice	<hr/>			
8. Single OR Double sided (Entire exam will be printed this way, NO EXCEPTIONS)	Single sided: <input type="checkbox"/>		Double Sided: <input type="checkbox"/>	
9. Total Number of Exam Pages (It is HIGHLY RECCOMENDED to number your own pages, as we will need a digital copy in order to do it for you)	Total Number of Pages: <hr/>			
10. Staple	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
11. Required Due date and time	Due Date: <hr/>		Time: <hr/>	

**Please Deliver Copies to:**

**UCSB/Department of Chemistry and Biochemistry**

**Building 232, Santa Barbara, CA 93106-9510**

**Delivery Hours: Monday-Friday 9-12 & 1-4**

**Bill's Copy Shop Information:**

Phone: (805) 564 - 4353

Email: [orders@billscopyshop.com](mailto:orders@billscopyshop.com)

Address: 1536 State St.

Hours: 7:30AM - 5:30PM M-F