

Copy Request Form
Timber Ridge PTO
Johnston, Iowa

Name _____
Committee _____
Email _____
Phone _____

Date Submitted _____ Date Required _____

Quantity _____ Number of original documents _____

Paper Color Preferences:

#1 _____ #2 _____ #3 _____

Double-sided Stapled

Special Instructions:

Copy-making Procedure

Timber Ridge has a limited amount of imprints available through the Timber Ridge office copiers. Therefore, our copy quantities must be managed by a centralized process.

- Copy requests must be submitted at least 3 days prior to the date required. (If the required turn-around time is shorter than 3 days, PTO will attempt to fulfill your request, but delivery by your required date cannot be guaranteed.)
- Place request form and documents to be copied in the PTO copy mailbox in the Timber Ridge mail room and send email notifications to Kristin Johnson johnstonsk@dwx.com AND Michele Cardwell jacardwells@yahoo.com. Or you may email a request with attached documents to these individuals. Be sure to provide all of the information that is outlined in the form above.
- Finished copies will be placed in the PTO copy box for you to pick up.