



First United Methodist Church of Palatine

Copier Use Work Form

We ask that anyone wishing to use the office copier abide by the following:

- Receive training from office personnel.
- The copier will be activated for your use.
- A limit of **20** copies can be made.
- Any jobs larger than 20 must be submitted with this work order form for the office to run. We ask for a two-day notice.
- Any personal or group copies will include a charge based upon number and color.

Person requesting copies.

Date of Request

Person, Committee or Group

Number of copies requested.

Reason for copies.

Details of request.

Calculation of cost.
