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| **Copy Request Form** | | |
| Today’s Date: | Date Needed: | Need copies? Fill out this form and return it to the “forms” box in the office in Siena Terzo or email it to [gsp@bellarmine.edu](mailto:gsp@bellarmine.edu).  Copies can be picked up in your mail box in the work room. |
| Name: | Reason:    **FA GS S RL** |
| Number of originals: | Number of sets needed: | Special Instructions: |
| Copy Details:  One sided  Two-sided  Stapled | |

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