

RICOH COPIER REQUEST FORM

/E^dZh d/MAIL/COMPLETED FORM TO SERVICE@KENNESAW.EDU

INSTALLATION

KENNESAW CAMPUS:

MARIETTA CAMPUS:

DEPARTMENT: _____

BUILDING#: _____

ROOM#: _____

HEAVY WEIGHT PAPER

STANDARD

FAX

OTHER

COPIER INFO.

MODEL W

CURRENT MONTHLY VOLUME	
B/W?	
COLOR?	

HOW MANY PAPER DRAWERS DOES YOUR CURRENT UNIT HAVE? _____

COMMENTS: _____

COPY SERVICE/CAMPUS SERVICES STAFF