

# RICOH COPIER REQUEST FORM

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

## INSTALLATION LOCATION

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