

RICOH COPIER REQUEST FORM

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

INSTALL 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