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**Name:** Printing & Duplicating Services – General Requests  
**Policy Number:** 2-4002  
**Origin:** Facilities Management  
**Approved:** 1 April 1992  
**Issuing Authority:** Senior Director, Facilities Management  
**Responsibility:** Director, Housing & Conference Services  
**Effective Date:** 2020-JAN-21  
**Revision Date(s):** 1 March 1993, 1 September 2007, 21 January 2020

