COPYING POLICY

If you need to copy items for your course, please go to:

FedEx Kinko’s Stanford  
Second Floor, Tressider Union  
650-723-3132

or

Palo Alto FedEx Kinko’s  
249 S. California Ave, Palo Alto  
650-328-3381

Account: 0000455171  
Blanket PO Number: 17302920  
National Discount Number: 8400071246

Please Note: For all copying, please include your first and last name and course code along with the PO number.

If necessary, you may copy materials at any Kinko’s location, although we recommend using the Stanford or Palo Alto locations if possible because our account has already been setup. If a location has never used our account before, they will need to call Kinko’s headquarters to initialize the account.

Please limit copying to $75 or less per quarter; if you need to exceed this amount, please call Elana Hornstein (650-725-3765).

CSP does not allow instructors to make copies at our office because it is more cost effective to use Fedex Kinko’s.