

SOLANO COMMUNITY COLLEGE
 DUPLICATION REQUEST FORM

(please print clearly and completely) Email: graphics@solano.edu

Job No.	Cost (if applicable)

DELIVER COMPLETED MATERIALS TO:

VALLEJO
 CENTER

VACAVILLE
 CENTER

MAIN CAMPUS
 DISTRIBUTION ROOM

NAME: (last) _____ (first) _____

EXAM	<input type="checkbox"/>
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DEPT. CODE: PHONE EXT.:

TODAY'S DATE: DATE NEEDED:

FOR CHARGEABLE PRINT JOBS ONLY (COLOR, BINDING, LAMINATE, ETC.):

BUDGET CODE (FOAP): _____ APPROVER: _____ (date) _____

NUMBER OF PAGES: NUMBER OF COPIES:

STOCK:

- 20lb BOND
- 110lb INDEX
- 28lb BOND
- NCR sets
 - _____ 2-part
 - _____ 3-part
 - _____ 4-part

COLOR OF STOCK:

- WHITE *
- CHERRY * +
- PINK
- SALMON * +
- GOLDENROD
- CANARY *
- GREEN *
- BLUE *
- LAVENDER +
- GRAY * +
- IVORY +
- BUFF *

+ 8.5 x 11 only
 * available in 20lb and 110lb

WIDE FORMAT PRINTING AVAILABLE UPON REQUEST.
 CONTACT GRAPHICS FOR MORE INFO.

PAPER SIZE (inches):

- 8.5 x 11
- 8.5 x 14
- 11 x 17
- CUSTOM: _____

PRINT:

- SINGLE SIDED
- DOUBLE-SIDED
- HEAD-to-FOOT
- HEAD-to-SIDE

INK:

- STANDARD BLACK
- COLOR (approved by dean)

BINDERY OPERATIONS

<p>PUNCH:</p> <input type="checkbox"/> 3-HOLE <input type="checkbox"/> 2-HOLE <input type="checkbox"/> OTHER: _____ _____	<p>COLLATE:</p> <input type="checkbox"/> YES <input type="checkbox"/> NO	<p>STAPLE:</p> <input type="checkbox"/> UPPER LEFT <input type="checkbox"/> 2 LEFT SIDE <input type="checkbox"/> SADDLE STITCH <input type="checkbox"/> OTHER: _____ _____	<p>FOLD:</p> <input type="checkbox"/> HALF <input type="checkbox"/> LETTER <input type="checkbox"/> OTHER: _____ _____	<p>PAD:</p> <input type="checkbox"/> LEFT <input type="checkbox"/> TOP <input type="checkbox"/> OTHER: _____ _____	<p>SPECIAL INSTRUCTIONS:</p> _____ _____ _____ _____
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PRINTED BY: _____ DATE: _____