

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

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 *

ASTROBRITE COLORS AVAILABLE UPON REQUEST. CONTACT GRAPHICS FOR MORE INFO.

PAPER SIZE (inches):

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

INK:

- STANDARD BLACK
- COLOR (approved by dean)

LAMINATE:

BUSINESS CARDS: 250 500

PRINT:

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

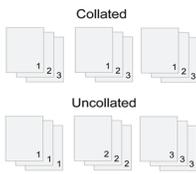
BINDERY OPERATIONS

PUNCH:

- 3-HOLE
- 2-HOLE
- OTHER: _____

COLLATE:

- YES
- NO



STAPLE:

- UPPER LEFT
- 2 LEFT SIDE
- SADDLE STITCH
- OTHER: _____

FOLD:

- HALF
- LETTER
- OTHER: _____

PAD:

- LEFT
- TOP
- OTHER: _____

SPECIAL INSTRUCTIONS:

PRINTED BY: _____ DATE: _____