

**SOLANO COMMUNITY COLLEGE**  
**DUPLICATION REQUEST FORM**

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

**DELIVER COMPLETED MATERIALS TO:**

Job No.	Cost (if applicable)

**Vallejo Center**

**Vacaville Center**

**Main Campus**  
Distribution Roo,

**External Request**

**NAME:** (last) \_\_\_\_\_ (first) \_\_\_\_\_

<b>EXAM</b>	
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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:** \_\_\_\_\_

Fund    Org    Account    Program    Activity    Location

(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

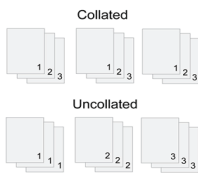
**BINDERY OPERATIONS**

**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: \_\_\_\_\_