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| **Due Date:** | CENTRAL SERVICESDUPLICATING/PRINTING REQUEST FORMSHADED AREAS ARE FOR OFFICE USE ONLY **\*Administrator Approval Required: All staff requests;** **all faculty requests of 1200+ copies****Request Form Submitted implies approval by the requestor’s cognizant administrator. Central Services is not responsible for requests processed without this approval.** | Work Order #  |
| Required Time:      | Logged in by:  |
| Date Submitted:        | Date rcvd: Via mail:                                  Interoffice U.S. E  |
| **DOCUMENT TITLE:** | **Phone/e-mail:**  |
| **Print your Last Name, First Initial:**      | **Office/School:** | CODE |
| **Signature: *When required by Dept./School*** | **#Project/Grant Funds Budget # to be Charged: *Must be provided at time of submission*** |
| My originals are: [ ]  1-Sided [ ]  2-Sided [ ]  Both | **Number of Original Pages I’m leaving:**  | **Make my copies on: PAPER** *[mark your choice(s)]* [ ] White [ ] Blue [ ] Green [ ] Tan [ ] Yellow [ ] Goldenrod [ ] Salmon [ ] Pink**Weight:** 20lb. Bond (Regular) **Size:** 8.5 x 11 inches (Letter)  |
|
| Make my copies: [ ]  1-Sided [ ]  2-Sided [ ]  As Is  | **Number of copies I want:**  | ***#Budget number required*:** [***Must be provided at time of submission for any Special stock***](http://swccd.edu/index.aspx?page=3566)[ ] #Special Paper      [ ] **#**Cardstock      |
| [ ] #Other      |
| DUPLICATION[ ]  **Duplicate Only (NO finishing work**)(Less than 1200 total copies) **3** Working Days Required [ ]  **Duplicate, Collate & Staple**  **2 to 3 Working days** Must meet the following guidelines: * Print-ready pages
* 20 lb. Bond (Regular) only 8.5 x 11 inches
* Stapling and collating only
* 1200 Total Copies Maximum [i.e. Number of Pages (Printed sides) x Number of Copies = 1200 Total Copies Maximum]
* Pick-up completed work in Rm 1625,

2 days/ send to school or dept. 3 days[ ]  **Duplicate with Finishing Work\*** (Less than 1200 total copies)**4 to 5** Working Days Required | [ ]  **Finishing Work ONLY\***Due date scheduled with CS staff **#*Budget number required*:** [ ] **#Color Digital Printing** **Only** (less  than1200 copies) **3 to 4** Working  days Required[ ] **#Color Digital Printing** **with Finishing** **Work\*** (less than 1200 copies)  **5 to 6** Working days Required**SPECIAL REQUESTS**[ ] **#**/**\*Large Project Request\*** Due dateto be scheduled with CS* Duplicating of 1200+ copies

 (modules, handouts, brochures, flyers, etc.) | \*FINISHING WORK[ ] Collate [ ] Bind      [ ] Staple [ ] Cut      [ ] Punch [ ] Fold      [ ] Transparency [ ] Pad [ ] Lamination [ ] Perforation/Score  |
|  **SEND MY WORK TO:**[ ] Hold File/CS [ ] HEC National City [ ] School/Department [ ] HEC Otay Mesa[ ] CCAC [ ] HEC San Ysidro |
| **DISTRIBUTION/POSTING** **(Two Working Days Required)**[ ] Classroom Posting Fridays Only [ ]        |
| **Special Instructions:**  |
| [ ] CS: [ ] Sharp [ ] Print Shop [ ] Color Copies  | PS: [ ] Xerox [ ] Sharp  | [ ] Pdf [ ] Word [ ] Hard Copy [ ] Other  |
| Doc Location:  |
| **CENTRAL SVS.**  | Time  | Initials | **PRINT SHOP**  |  Time |  Initials | LOGGED OUT |
| Xerox/SharpCollate/Staple/Punch |  |  | Freeflow / Set-up  |  |  | **Distributed to:**[ ] School/Dept. Tub[ ] Hold/CS[ ] Picked Up[ ] Boxed/Delivered[ ] Direct Drop (date,  #/boxes, Rm #)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ] Distribution[ ] Room 1625 CS[ ] HEC National City[ ] HEC Otay Mesa[ ] HEC San Ysidro [ ] CCAC[ ] Other **CS: dupform 4-2016** | Job Logged Out:Time & Date |
|  |  | Xerox |  |  |
| Cut/Pad |  |  | Sharp |  |  |
| Bind |  |  | Fold |  |  |
| Scan |  |  | Cut/Pad |  |  | Total Time-- |
| Convert |  |  | Punch |  |  |  |
| Clean up |  |  | Bind |  |  | Minutes |
| Other |  |  | Other |  |  | Initials  |
| Other |  |  | Other |  |  |

*\*****Indicates Finishing work*** \****Indicates Administrator Approval Required*** **#*Indicates Budget number required***