|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Due Date:** | | CENTRAL SERVICESDUPLICATING/PRINTING REQUEST FORM SHADED 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/Sharp  Collate/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***