|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Due Date:** |  | | | | OFFICE SUPPORT SERVICESDUPLICATING/PRINTING REQUEST FORM SHADED AREAS ARE FOR OFFICE USE ONLY  Electronic submission Administrator Approval  (Required: All staff requests; faculty requests of 1200+ copies) Duplicating Request Forms Submitted using this electronic format imply approval by the requestor’s cognizant administrator. Office Support 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:** | | | | | | | | | | | | | | | **Extension:** | | |
| **Print your Last Name, First Initial:** | | | | | | | | **Office/School:** | | | | | | | | | CODE |
| 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  Other | | | | | | | | | |
|
| Make my copies:  1-Sided  2-Sided  As Is | | **Number of copies I want:** | | | | | | **Size:** 8 ½ x 11 inches (Letter) Other | | | | | | | | | |
| **Weight:** 20 lb Bond (Regular) Cardstock Other | | | | | | | | | |
| DUPLICATION **Faculty Priority Printing 3 to 4 Working days**  Must meet the following guidelines:   * Pick-up completed work in Rm 101A, 3 days/ send to school 4 days * Print-ready pages * 1200 Total Copies Maximum [i.e. Number of Pages (Printed sides) x Number of Copies = 1200 Total Copies Maximum] * White paper only * Optional finishing work:   Stapling and collating only  **Duplicate Only (NO finishing work**)  (Less than 1200 total copies)  **4** Working Days Required  **Duplicate with Finishing Work\***  (Less than 1200 total copies)  **5 - 6** Working Days Required | | | | | | | **Finishing Work ONLY**  Due date scheduled with OSS staff **SPECIAL REQUESTS** **Large Project Request**  Due dateto be scheduled with OSS   * Duplicating of 1200+ copies   (modules, handout packages, etc.)  *Budget account number required*:  **Color Digital Printing** only (less than 1200 copies) **3 to 4** Working days Required  **Color Digital Printing** **with finishing work** (less than 1200 copies) **5 to 6** Working days Required | | | | | (\*) FINISHING WORK Collate  Bind    Staple  Cut  Punch  Fold  Transparency  Pad  Perforation for forms | | | | | |
| **SEND MY WORK TO:**  Hold File/OSS  HEC – National City  School/Department  HEC – Otay Mesa  HEC – San Ysidro | | | | | |
| **DISTRIBUTION** **(Two Working Days Required)**  Classroom Posting  Full-time Academic  Office Posting  Part-time Academic  Administrators  Classified Staff  Classified Managers & Supervisors | | | | | |
|
| **Special Instructions:** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | **Project/Grant Funds Budget # to be Charged:** | | | | | | | | |
| Xerox Sharp Print Shop | | | | PS Assignment: Xerox 360 Sharp Color Copies | | | | | | | | Ink Color/s: | | | | | |
| Doc Location:  Locate Original - Hard Copy File Locate on Server Return Author’s original Keep our original Paper subbed Paper charge | | | | | | | | | | | | | | | | | |
|  | Time | | Initials | | |  | | | | Time | Initials | | LOGGED OUT | | | | |
| Xerox/Sharp |  | |  | | | Freeflow / Sharp - Color | | | |  |  | | Distributed to:  School/Dept. Tub  Hold  Picked Up  Boxed/Delivered  Direct Drop (date,  #/boxes, Rm #)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Distribution  Room 101  HEC – National City  HEC – Otay Mesa  HEC – San Ysidro  Other  OSS:dupform 1-13 | | | Job Logged Out:  Time & Date | |
| Collate / Staple |  | |  | | | Correct / Set-up | | | |  |  | |
| Punch /Bind |  | |  | | | Fold | | | |  |  | |
| Cut/Pad |  | |  | | | Plates | | | |  |  | |
| Locate Original |  | |  | | | Press prep / Color wash | | | |  |  | | Total Time-- | |
| Free Flow/Scan |  | |  | | | Xerox / Offset | | | |  |  | |  | |
| Convert |  | |  | | | Bourg | | | |  |  | | Minutes | |
| Clean Up |  | |  | | | Re Run | | | |  |  | | Initials | |
| Distribute |  | |  | | | Other | | | |  |  | |