|  |  |  |  |
| --- | --- | --- | --- |
| **Due Date:** |       | OFFICE SUPPORT SERVICESDUPLICATING/PRINTING REQUEST FORMSHADED 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 [ ] PinkOther        |
|
| 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 |  |  |