PRINTED MATERIALS DUPLICATION REQUEST

Chabot - Las Positas Community College District

Media Services, Bldg 100 • Director 6756

Reprographic Center, Bldg 3400 • Print Shop 6761 • Graphics 6754 • Bindery 7217

Full Name *(please print clearly)*	**Phone Number**	**Mailbox #**	**Office Use Only**
Job Name		**Room #**	**Job #**

# of **Pages**	# of **Copies**	Today's Date	Due Date	Graphics: ☐ Date In:	Proof Date:
		03/17/03	Allow **3** full *working* days	Allow **5** full *working* days	

Print	**Collate**	**Staple**	**3-Hole**	**Fold**	**Cut**	**Pads**	**Binding**
☐ One-sided ☐ Two-sided	☐ Yes (1.2.3-1.2.3...) ☐ No (1.1.1-2.2.2...)	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	Size _____ Yield _____	☐ # of pads_____ ☐ 50 sheets each ☐ 100 sheets each	☐ Tape bind ☐ Spiral bind ○ Black ○ White

Size	**20# Colors**		**60# & 65# Astrobights**		**24# Parchment**	**90# Index**
☐ 8.5x11 ☐ 8.5x14 ☐ 11x17	☐ White ☐ Blue ☐ Canary ☐ Green ☐ Pink ☐ Gold	☐ Buff ☐ Cherry ☐ Cream ☐ Gray ☐ Ivory	☐ Celestial Blue ☐ Lunar Blue ☐ Neptune Blue ☐ Galaxay Gold ☐ Gamma Green ☐ Terra Green ☐ Lift-off Lemon ☐ Mars Magenta	☐ Cosmic Orange ☐ Pulsar Pink ☐ Starfire Pink ☐ Planetary Purple ☐ Re-entry Red ☐ Rocket Red ☐ Stardust White ☐ Solar Yellow	☐ Aged ☐ Blue ☐ Cream ☐ Gunmetal ☐ Natural ☐ Pink ☐ Relic Gold ☐ Sage	☐ White ☐ Green ☐ Blue ☐ Ivory ☐ Buff ☐ Canary
☐ NCR____part ☐ Business Cards						

Special Instructions: ***(be specific)***

☐ **COPYRIGHTED? Please Attach Authorization**

☐ **Confidential Material (copies will be locked in cabinet)**

Office Use Only

Log In _____
Graphics _____
Operator _____
Bindery _____
Log Out _____

☐ Part Time ☐ District
☐ Full Time ☐ LPC
☐ **Express**

$ _____ Printing
$ _____ Graphics
$ _____ Collate/staple
$ _____ Fold/Cut/drill
$ _____ Other
$ _____ **Total Cost**

Account # (required)

Reset