

Please fill this form out completely. Check all that apply.

All jobs will be done back to back, unless stated otherwise under Special Instructions.

Name: \_\_\_\_\_

Email/Phone No.: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Due Date: \_\_\_\_\_

Name of Document: \_\_\_\_\_

Department: \_\_\_\_\_

Class Location: City  ECC  Ext. Stu.

Subject / Course: \_\_\_\_\_

Class Time: \_\_\_\_\_

Budget Number: \_\_\_\_\_

Number of Originals \*: \_\_\_\_\_

Number of Copies: \_\_\_\_\_

More than 10 originals requires Department Chair Approval. Exempt: Exams / Quizzes / Tests.

Title 17 of the U.S. code governs the copying of materials protected under copyright law. The undersigned requesting duplication services is responsible for compliance with all copyright laws and is liable for any infringement.

Photocopy: 24-hour minimum for completion

- Black / White prints
Color prints \* (Color prints require department chair approval and may require more than 2 days for completion)

Paper

- Color/Type : \_\_\_\_\_
Other: \_\_\_\_\_
3-Hole
Carbonless forms \* (NCR®) (May require more than 3 days to complete.)
2 part 3 part 4 part

Oversized Printing \*

- 11"x17"
13"x19"
24"x36"
Other Size: \_\_\_\_\_
Poster Board \*

Finishing and Binding

- Collate
Staple
Fold size: \_\_\_\_\_
Cut size: \_\_\_\_\_ total cut copies \_\_\_\_\_
Pad size: \_\_\_\_\_ sheets per pad \_\_\_\_\_
Kombind \*
Spiral Bind \*

Word Processing

- Want to Proof
Run after Corrections
Proofed: Print job

Scan to PDF

- Email: \_\_\_\_\_
Your original work or publisher permission only.
No copyright materials.

Special Instructions:

Empty box for special instructions.

\*Requires Department Chair Approval (Instructional subjects only. Failure to secure approval signatures, may increase completion time.)

- More than 10 originals
Color Prints
Oversized Prints
Poster Board
Binding: Kombind or Spiral