

A FOR PHELAN CAMPUS & AIRPORT ONLY: (Fill out sections A & C only.)

B FOR ADMIN. SERV./GOUGH STREET: (Fill out sections B & C only.)

Name: _____
(please print - last name first)

FOR CAMPUSES ONLY: (Fill out sections B & C only.)

- Alemany Castro/Valencia Chinatown/North Beach Downtown
 Evans Fort Mason John Adams Mission Southeast

Dept.: _____ Mailbox No.: _____

Name: _____
(please print - last name first)

This section of this form will be detached and put in your mailbox when job is completed.

Room No./Phone No.: _____

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**City College of San Francisco
REQUISITION FOR DUPLICATING**

- Phelan
 Airport
 Gough

Check one of the following:

- Alemany Castro/Valencia Chinatown/North Beach Downtown
 Evans Fort Mason John Adams Mission Southeast

Name: _____ Office No.: _____ Phone No.: _____ Mailbox No.: _____
(Please Print: Last Name First) FAX NO. (if any)

Date Submitted: _____ Date Due: _____

To Be Used For (Course & No.): _____ Check One: Instructional

UNLESS OTHERWISE SPECIFICALLY directed by originator, all multilithing will be done back to back.

- Examination
 Other

CHECK ONE OF THE FOLLOWING:

- Copy already prepared (4 to 5 working days)
 Copy to be typed (8 to 9 working days)
 Cards/Carbonless Paper (5 to 10 working days)



Number of Pages (All Sides) Submitted: _____ Number of Copies to be Printed of Each Page: _____

PAPER	CARBONLESS PAPER (For Admin. Forms)	CARDS
8½ x 11" <input type="checkbox"/> White <input type="checkbox"/> 8½ x 11" - 3 hole <input type="checkbox"/> Blue <input type="checkbox"/> 8½ x 14" <input type="checkbox"/> Buff <input type="checkbox"/> <input type="checkbox"/> Pink <input type="checkbox"/> <input type="checkbox"/> Green <input type="checkbox"/> <input type="checkbox"/> Yellow <input type="checkbox"/> Special Stock provided by Originator . . . <input type="checkbox"/>	2 PART <input type="checkbox"/> 3 PART <input type="checkbox"/> 4 PART <input type="checkbox"/> 5 PART <input type="checkbox"/> 6 PART <input type="checkbox"/>	3 x 5" <input type="checkbox"/> White <input type="checkbox"/> 4 x 5½" <input type="checkbox"/> Blue <input type="checkbox"/> 5 x 8" <input type="checkbox"/> Buff <input type="checkbox"/> Other: _____ <input type="checkbox"/> Green <input type="checkbox"/> Salmon <input type="checkbox"/> Yellow <input type="checkbox"/>

Yes _____ Job to be collated and stapled upper left? (One to two additional days required for collating.)
 Job to be collated OTHER THAN ABOVE — give instructions: _____

Yes _____ Job to be folded? (If yes, attach a sample showing the desired fold.)

Yes _____ Job to be padded? (Give instructions.) _____

Yes _____ Job to be cut on paper cutter? (If yes, attach sample or information.) _____

Other Instructions: _____

FOR USE IN DUPLICATING OFFICE:

Type _____ Proof _____ Print _____ Collate _____ Fold _____ Pad _____ Cut _____

Distributed By _____ Picked Up By _____ Date _____