C.C.S.F. DUPLICATING  □ BATMALE HALL, ROOM 120 □ MAILBOX NO. LB 3 □ 415/239-3185 □ FAX: 415/239-3919
A  FOR PHELAN CAMPUS & AIRPORT ONLY: (Fill out sections A & C only.)
B  FOR ADMIN. SERV./GOUGH STREET: (Fill out sections B & C only.)
FOR CAMPUS ONLY: (Fill out sections B & C only.)
Box:  □ Alemany  □ Castro/Valencia  □ Chinatown/North Beach  □ Downtown
□ Evans  □ Fort Mason  □ John Adams  □ Mission  □ Southeast

Name:  
(please print - last name first)

Dept.:  
Mailbox No.:  

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

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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:  
(Please Print: Last Name First)

Office No.:  
Phone No.:  
Mailbox No.:  

FAX NO. (if any)

Date Submitted:  
Date Due:  

To Be Used For (Course & No.):

Check One:  □ Instructional  □ Examination  □ Other

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

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:

<table>
<thead>
<tr>
<th>PAPER</th>
<th>CARBONLESS PAPER (For Admin. Forms)</th>
<th>CARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>8½ x 11”</td>
<td>White □  Blue □  Buff □  Pink □  Green □  Yellow □</td>
<td>3 x 5” □  2 PART □  3 x 5½” □  4 PART □  5 x 8” □  White □  Blue □  Buff □  Green □  Salmon □  Yellow □</td>
</tr>
<tr>
<td>8½ x 11” - 3 hole</td>
<td>2 PART □  3 PART □  4 PART □  5 PART □  6 PART □</td>
<td></td>
</tr>
<tr>
<td>8½ x 14”</td>
<td></td>
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</tr>
</tbody>
</table>

Special Stock provided by Originator . . . □

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  

□