

1 FOR OCEAN CAMPUS & AIRPORT ONLY: (Fill out sections 1 & 3.)

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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2 ☐ FOR ADMIN. SERV./GOUGH ONLY: (Fill out sections 2 & 3.)

FOR CAMPUSES ONLY: (Fill out sections 2 & 3.)

☐ Castro/Valencia ☐ Chinatown/North Beach ☐ Civic (Market St.) ☐ Downtown
☐ Evans ☐ Fort Mason ☐ John Adams ☐ Mission ☐ Southeast

Name: _____
(please print - last name first)

Room No./Phone No.: _____

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

☐ Ocean
☐ Gough
☐ Airport

Check one of the following:

☐ Castro/Valencia ☐ Chinatown/North Beach ☐ Civic (Market St.) ☐ Downtown
☐ Evans ☐ Fort Mason ☐ John Adams ☐ Mission ☐ Southeast

Name: _____ Office No.: _____ Phone No.: _____ Mailbox No.: _____
(Please Print: Last Name First)

Date Submitted: _____ Date Due: _____

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

☐ Examination
☐ Other

UNLESS OTHERWISE SPECIFICALLY directed by Originator, all PRINTING will be done back to back

CHECK ONE OF THE FOLLOWING:

Copy already prepared ☐
(4 to 5 working days)

Other ☐
(please specify below)

Cards/Carbonless Paper ☐
(5 to 10 working days)

**HOW
MANY?**



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

<p>OTHER SIZE:</p> <p>8½ x 11" <input type="checkbox"/></p> <p>8½ x 11" - 3 hole <input type="checkbox"/></p> <p>8½ x 14" <input type="checkbox"/></p> <p>Special Stock provided by Originator <input type="checkbox"/></p> <p>WHITE <input type="checkbox"/> BLUE <input type="checkbox"/> BUFF <input type="checkbox"/> PINK <input type="checkbox"/> GREEN <input type="checkbox"/> YELLOW <input type="checkbox"/></p>	<p>CARBONLESS PAPER (For Admin. Forms)</p> <p>2 PART <input type="checkbox"/> 3 PART <input type="checkbox"/> 4 PART <input type="checkbox"/></p> <p>Large Format: _____</p> <p>Lamination: _____</p>	<p>FRAME SIZES:</p> <p><input type="checkbox"/> 3 X 5" <input type="checkbox"/> 4 X 5½" <input type="checkbox"/> 5 X 8" <input type="checkbox"/> 5½ X 8½" <input type="checkbox"/> 8½ X 11"</p> <p>OTHER: _____</p> <p>CARD STOCKS:</p> <p><input type="checkbox"/> WHITE <input type="checkbox"/> BLUE <input type="checkbox"/> BUFF (LIMITED) <input type="checkbox"/> GOLDENROD <input type="checkbox"/> SALMON (LIMITED) <input type="checkbox"/> PINK <input type="checkbox"/> GREEN <input type="checkbox"/> YELLOW</p>
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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

COLLATED BY: _____ **FOLD BY:** _____ **PRINTED BY:** _____ **STITCH/STAPLED BY:** _____ **CUT BY:** _____

DISTRIBUTED BY: _____ **PICKED UP BY:** _____ **DATE:** _____