

**REQUEST FOR COPY SERVICES**  
**San Joaquin Delta College Publication Center - 954-5127**  
**(Please fill in COMPLETELY jobs will be done in the order received)**

Today's date: \_\_\_\_\_

Date needed by: \_\_\_\_\_  
(Please do not put ASAP is not a date)

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(Please Print)

Division: \_\_\_\_\_ Account # \_\_\_\_\_

Copy Job Title: \_\_\_\_\_

Special Instruction: \_\_\_\_\_

Paper Color: \_\_\_\_\_

**PAPER:**

- Regular     Card Stock
- Glossy     Glossy Cover
- 8.5 x 11
- 8.5 x 14
- 11 x 17
- Special Size \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

- COLLATE & STAPLE
- SINGLE SIDED
- RUN BACK TO BACK
- 3-HOLE PUNCH
- PUNCH & BIND
- UNIBIND
- TRI-FOLD     Z-FOLD     1/2 FOLD
- CUT TO SIZE \_\_\_\_\_
- TRANSPARENCIES
- RUBBERBAND
- LAMINATE (Not responsible for damage caused by laminating machine)
- OTHER \_\_\_\_\_

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