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: ___________
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NO. OF MASTERS: ___________ NO. OF COPIES: ___________

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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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