Printing & Duplicating Request

|  |
| --- |
| **Name:**  |
| **Dept. Code: \***  |
| **Secretary:**  | **Date:**       |
| **Building and Room No.: \***       | **Ext. No.:**  |

|  |
| --- |
| **No. of Copies or Finished Pieces Requested:**   |
| **No. of Original Pages Attached:**  **(If 2-sided, please count both sides)** |
| **Printing Description:**  |
| **Request Delivery By:**  | **Date: \***       | **Time: \***  | AM [ ]   | PM [ ]  |

[ ]  Send Through Mail [ ]  Hold/Will Pick Up

Printing Instructions

 [ ]  Black & White [ ]  Color Copy

Type of PaperSize of Paper

[ ] Regular Bond [ ]  8 ½ x 11 B/W & Color Copy

[ ]  Card Stock [ ]  8 ½ x 14 B/W & Color Copy

[ ]  Other (specify in Special Instructions) [ ]  11 x 17 B/W & Color Copy

 [ ]  17 x 22 Wide Format Only

 [ ]  24 x 36 Wide Format Only

 [ ]  Other (specify in Special Instructions)

**Specify:**

[ ] Back-to-Back [ ]  Collate Only

[ ]  Head-to-Foot [ ]  Bindery

[ ]  Collate & Staple [ ]  Fold

[ ]  Drill Holes [ ]  Pad

[ ]  Cut [ ]  Other (specify in Special Instructions)

Special Instructions

|  |
| --- |
|       |

Hours of operation are 8:00 a.m. to 5:00 p.m. Open from 12:00 p.m. to 1:00 p.m. for drop off and pick up only.

Printing to be completed within 2 working days from receipt of material in Print Shop. EXCEPTION: All printed material which must be typeset and/or printed in color may need more time. PLEASE allow sufficient time for these items to be completed. Printing cannot be started until proofs are signed and delivered to the Printing and Duplicating Department. Planning ahead for future printing needs will save time and expense and will enable the print shop to provide better service.

**NOTICE: WARNING CONCERNING COPYRIGHT RESTICTIONS**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a reproduction for purposes in excess of “fair use” that user may be liable for copyright infringement. THIS COLLEGE RESERVES THE RIGHT TO REFUSE A COPYING ORDER IF, IN ITS JUDGEMENT, FULFILLMENT OF THE ORDER WOULD INVOLVE VIOLATION OF COPYRIGHT LAW.

\* These items must be complete and accurate for printing of your project to begin.