



Job Number

COLOR COPY REQUEST

E-mail form and files to colorcopyrequest@gwc.cccd.edu
We accept PDF files only. For assistance with artwork contact College Promotions at promotions@gwc.cccd.edu

Work Requests are printed on a first-come, first served basis after the request has been received.

First Name	Last Name	Division/Department	E-Mail	Phone Ext.
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Copy Card Number	Title of Work
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No. of Originals Each side of a printed page is counted as one original. Originals need to be all one-sided or all two-sided, no combinations please.	No. of Finished Sets Finished sets equals number of pieces after collating/stapling or cutting. Electronic orders: no minimum. Hard-copy requests: 25 minimum	Print <input type="checkbox"/> 1-sided <input type="checkbox"/> 2-sided
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Paper Size <input type="checkbox"/> 5.5 x 8.5 <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> 12 x 18 <input type="checkbox"/> 13 x 19 <input type="checkbox"/> Other _____	Bleed <input type="checkbox"/> No <input type="checkbox"/> Yes	Paper Stock (white paper only) <input type="checkbox"/> Graphics Staff Choice <input type="checkbox"/> 60# uncoated <input type="checkbox"/> 80# Matte <input type="checkbox"/> 100# Gloss <input type="checkbox"/> 10 pt C2S <input type="checkbox"/> 12 pt C1S
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Bindery Services <input type="checkbox"/> saddlestitch <input type="checkbox"/> 2-hole punch <input type="checkbox"/> staple <input type="checkbox"/> 3-hole punch	 <input type="checkbox"/> Letter Fold	 <input type="checkbox"/> Z-Fold	 <input type="checkbox"/> 1/2-Fold	 <input type="checkbox"/> Gate Fold	 <input type="checkbox"/> Dbl-Parallel Fold	 <input type="checkbox"/> Custom Fold
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Special Instructions

Operator Initial: _____ Date: _____ up

_____ Total Cost _____