



Job Number _____

COPY REQUEST

**20# Bond Paper
8 1/2 x 11 • Black Ink
ONLY!**

Work Requests are printed on a first-come, first-served basis, after the request has been date/time stamped in Graphics.

Name	First	Last	Division/Department	E-Mail	Phone Number
				@gwc.cccd.edu	

Copy Card Number	Description of Work <input type="checkbox"/> Test/Quiz <input type="checkbox"/> Other	Title of Work
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No. of Originals <small>(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)</small>	No. of Finished Sets <small>(25 minimum)</small>	Print <input type="checkbox"/> 1-Sided <input type="checkbox"/> 2-Sided
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Paper Color

White Ivory Goldenrod Green
 Canary Pink Blue

Bindery Service

Collate & Staple Stack Collate only 3-hole Punch Cut Fold

Special Instructions

Operator Initial: _____ Date _____ up _____

TOTAL COST _____

Special security is provided for tests, quizzes and exams.