



Job Number

# COPY REQUEST

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

*Work Requests are printed on a first-come, first-serve 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) (Finished sets equals number of pieces after collating/stapling or cutting)</small>	Print <input type="checkbox"/> 1-Sided <input type="checkbox"/> 2-Sided
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**Paper Color**

White                       Ivory                       Goldenrod                       Canary  
 Pre-punched White                       Pink                       Blue                       Green

**Bindery Service**                      **(FOLDING IS NOT AVAILABLE)**

Collate & Staple     Collate only     Cut to\* \_\_\_\_\_  
\*may cause a delay

**Special Instructions**

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Operator Initial: \_\_\_\_\_ Date \_\_\_\_\_ up

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\_\_\_\_\_

TOTAL COST \_\_\_\_\_

**Special security is provided for tests, quizzes and exams.**