

Request For Printing & Duplicating

Name:	
Dept. Code:	
Secretary:	Date:
Room No.:	Ext. No.:

No. of Copies Requested:	
(Minimum of 10 Copies)	
No. of Originals Attached:	
Printing Description:	
Request Delivery By:	Date:
	Time:
	AM <input type="checkbox"/>
	PM <input type="checkbox"/>

Send Through Mail

Hold/Will Pick Up

Printing Instructions

Offset

Quick Copy

Type of Paper

- Regular Bond
 Offset Brochure

Size of Paper

- 8 ½ x 11
 8 ½ x 14

Quick Copy and Offset

- Card Stock
 Other (specify)

- 11 x 17
 17 x 22

Offset Only

Specify:

- Back-to-Back
 Head-to-Foot
 Collate & Staple
 Drill Holes
 Cut

- Collate Only
 Bindery
 Fold
 Pad
 Other (specify)

Special Instructions

Hours of operation are 8:00 a.m. to 5:00 p.m. and closed from 12:00 p.m. to 1:00 p.m.

Printing to be completed within 2 working days from receipt of material in Print Shop, with the exception of materials to be collated and stapled which will require 3 working days. EXCEPTION: All printed material which must be typeset and/or printed in color requires much more time. PLEASE allow sufficient time for these items to be completed. NOTE: Printed items sent off-campus to the public MUST be reviewed by the Director of Communications and Marketing before completion by the Printing and Duplicating Department. Printing cannot be started until proofs are signed and delivered to the Printing and Duplicating Department. Submission of the same identical material more than once per quarter is discouraged and may result in refusal of the material. 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 RESTRICTIONS

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.