GOLDEN WEST COLLEGE
GRAPHICS SERVICES

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 Marketing & Creative Services 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 @gwc.cccd.edu	PHONE EXT.

COPY CARD NUMBER	TITLE OF WORK

NUMBER OF PAGES

QUANTITY Finished sets equals number of pieces after cutting.

PRINT
- ❑ 1-sided
- ❑ 2-sided

FINISHED SIZE
- ❑ 5.5 x 4.25
- ❑ 5.5 x 8.5
- ❑ 8.5 x 11
- ❑ 11 x 17
- ❑ 12 x 18
- ❑ 13 x 19 (poster)
- ❑ Other:

BLEEDS
- ❑ No
- ❑ Yes

PAPER STOCK (WHITE PAPER ONLY)
- ❑ Graphics Staff Choice
- ❑ 60# Uncoated
- ❑ 80# Matte
- ❑ 100# Gloss
- ❑ 10 pt C2S
- ❑ 12 pt C1S

BINDERY SERVICES
- ❑ Saddlestitch
- ❑ 2-Hole Punch
- ❑ Lamination
- ❑ Other (indicate below)
- ❑ Staple
- ❑ 3-Hole Punch
- ❑ Stack by Page

- ❑ Letter Fold
- ❑ Z-Fold
- ❑ 1/2-Fold
- ❑ Gate Fold
- ❑ Dbl-Parallel Fold
- ❑ Custom Fold

VINYL BANNER / POSTERS / ENVELOPES *(Off-Campus Services)*

❑ Vinyl Banners (incl. grommets) Dimensions: _____ x _____ *(maximum size is 40" x 120")* Quantity: _____

❑ Posters Bleeds: ❑ Yes ❑ No Dimensions: _____ x _____ *(maximum size is 40" x 60")* Quantity: _____
Foam Core Mounting: ❑ Yes ❑ No *(maximum size is 24" x 36")*

❑ Envelopes Size _____ Quantity: _____

SPECIAL INSTRUCTIONS

Rev. 3/18

OPERATOR INITIAL: _____ DATE: _____ _____ UP

_____

_____

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_____ TOTAL COST: _____