GOLDEN WEST COLLEGE

GRAPHICS SERVICES

JOB NUMBER

COPY REQUEST

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

E-mail form and files to: copyrequest@gwc.cccd.edu
We accept PDF files only

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

FIRST NAME	LAST NAME	DIVISION/DEPARTMENT	E-MAIL @gwc.cccd.edu	PHONE NUMBER

COPY CARD NUMBER	TYPE OF WORK	TITLE OF WORK
	☐ Test/Quiz* ☐ Other	

NUMBER 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.

NUMBER OF FINISHED SETS

Finished sets equals number of pieces after collating/stapling or cutting.

PRINT

☐ 1-sided

☐ 2-sided

PAPER COLOR

☐ White ☐ Ivory ☐ Goldenrod ☐ Green

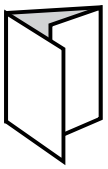
☐ Canary ☐ Pink ☐ Blue

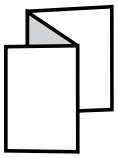
BINDERY SERVICES

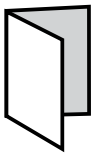
☐ Collate & Staple ☐ 3-Hole Punch ☐ Cut

☐ Stack by Page ☐ Collate Only ☐ Fold

FOLDING

☐ Letter Fold 

☐ Z-Fold 

☐ 1/2-Fold 

SPECIAL INSTRUCTIONS

*Special security is provided for tests and quizzes.

Rev. 10/16

OPERATOR INITIAL: _____ DATE: _____ _____ UP

_____

_____

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_____ TOTAL COST: _____