

# Miramar College

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REPRO CENTER

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JOB #

**One work order per copy request is required**

CLASS OR DEPT:		PHONE:	DATE : 8/13/2012
REQUESTOR:		DATE DUE:	TIME DUE:
TITLE OF MATERIAL:		PLEASE NOTE: A DUE DATE IS REQUIRED TO AVOID ANY DELAY IN YOUR WORK REQUEST	
<b>FILL IN CHOICES BELOW:</b> _____ How many printed originals? (per side) _____ How many copies? _____ Color of paper stock _____ Color of Cardstock: <input type="checkbox"/> front <input type="checkbox"/> back <input type="checkbox"/> other Transparency Complete set <input type="checkbox"/> page #: _____ Cut <input type="checkbox"/> yes Dimensions: _____ NCR 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> part Xerox Color Copies * <input type="checkbox"/> yes *Over four color copies must have chairperson's signature.		<b>CHECK OPTIONS:</b> <input type="checkbox"/> One-sided <input checked="" type="checkbox"/> Back-to-Back <input type="checkbox"/> Collate <input type="checkbox"/> Staple <input type="checkbox"/> 3-Hole Punch <input type="checkbox"/> Pad <input type="checkbox"/> Fold <input type="checkbox"/> Bind <input type="checkbox"/> Laminate	
<input type="checkbox"/> Wordprocessing* DO YOU WANT TO PROOF? <input type="checkbox"/> YES *Word processing requires 5 working days to complete.		<b>CHARGES:</b> Xerox Color Duplo Masters Trans Misc Total	
Typist	# of Typed Pages	Proofed By:	
SPECIAL INSTRUCTIONS: _____			
PROGRAM:		BUDGET NUMBER:	

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**ALL RESTRICTED PROGRAMS MUST SUBMIT A BUDGET NUMBER FOR PROCESSING .**