

**PORTERVILLE COLLEGE GRAPHICS CENTER
DUPLICATION REQUEST**

COPYING WILL BE DONE IN THE ORDER RECEIVED
*Please allow 24 hours lead time for regular copy requests.**

Requested by (Please Print Clearly):

Date Submitted:

PAPER

Date/Time Needed:

- 20# (copy paper)
- Cover stock
- Other** (by special arrangement only) _____

Number of Originals:

Number of Copies needed:

***Each document must have a
separate
Duplication Request Form
attached.***

SPECIAL INSTRUCTIONS

- Single sided
- Single** sided original/**Double** sided copies
- Double** sided original/**Double** sided copies
- Color copies (55¢ per copy) _____
- Staple FOAPAL #
- 3 hole punch
- Multi-punch for spiral/comb binding (no coverstock for this choice)
 - Coil Binding
 - Comb Binding
- Fold
- Cut
- DO NOT Collate
- Insert Coverstock: Front Cover
- Insert Coverstock: Back Cover

***The 24-hour turn-around time assumes fewer than 500 sheets of paper per request. Large print jobs require more lead time.**

**Plan ahead for requests requiring special paper, we do not keep a variety of paper in stock.

Syllabi and handouts to be sold in the bookstore should be submitted 1-2 months before the start of a semester.