

San Bernardino Community College District
Printing Services

QUICK COPY PRINT REQUISITION

District CHC

SBVC PDC

ONLINE ORDER

*Please fill out all blanks that apply to your job so we may complete your order.
Fields with * must be completed.*

* Person Ordering _____

* Department _____ * Ext. _____

* Date Submitted _____ * Date Needed _____

* No. of Originals _____ * Copies of Each _____

Item to be Reproduced (describe) _____

QUICK COPY LIMITATIONS

1. ASAP is not accepted as date needed.

2. Copyrighted material cannot be reproduced without written consent of the owner - SBCCD Board Policy 3715AR.

SIZE

8 1/2 x 11

8 1/2 x 14

Transparencies

PAPER

White

Pink

Tan

2-Part NCR

Blue

Canary

Cream

3-Part NCR

Green

Lilac

Goldenrod

4-Part NCR

Other _____

INSTRUCTIONS

Collate

3 Hole Punch

Fold: Letter ____ Half ____

Staple

Cut

Pad: Sheets per pad _____

Back to Back

Spiral Bind

Outside Numbering

Deliver To _____

Pickup _____

For job status call (909) 384-4313