

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**