

Job Description/Special Instructions

of Originals _____ # Copies of Each _____

Front & Back _____ One Sided _____

(All duplicating will be done on both sides of paper unless justified.)

Stock Size: Letter _____ Legal _____ Other _____

Color Stock Requested _____

Stock Provided: Yes _____ No _____

Bindery Instructions:

3-hole punch _____ Collate _____ Staple _____ Cut _____ Fold _____

Binding _____ (**\$1.00 per book**)

Does any part of the attached materials contain copyright?

Yes _____ No _____ If yes, authorization must be signed.

AUTHORIZATION TO REPRODUCE COPYRIGHT MATERIAL

I hereby authorize the reproduction of attached copyright materials and certify that this is in compliance with current copyright laws.

Signature of Requestor:

_____ Date _____

Duplicating Request Form

Job # _____

ABOVE LINE FOR OFFICE USE ONLY

Requested by _____

Department _____ Ext. _____

Department Account # _____

Date Submitted _____ Date Due _____

Department Head Authorization _____

* Color printing requested: Yes _____ No _____

Departments will be charged \$0.07 for each color copy

Director's or Chairperson's Authorization _____

Instructor Pickup: _____ **Department Pickup:** _____

Job Received by: _____

PRINT NAME

Date: _____