

**NAPA VALLEY COLLEGE REPRODUCTION/PRINTING CENTER, EXT. 3310
REQUEST FOR DUPLICATING/PRINTING SERVICES**

Name _____ Ext. _____
 Budget Center _____
 Charge To: _____ 4500.41
 FUND MS LC ACTV. CENT. PG FS OBJECT BUDG. CENT.
 DESCRIPTION/TITLE OF WORK _____

RS

State on this form all the information required below. Check the appropriate boxes below —
IF THE BOXES ARE NOT CHECKED, WORK WILL NOT BE DONE.

Today's Date	Date Due	No. of Original Pages	No. of Copies Requested
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One Sided Two Sided Collate Staple

TEST MATERIAL TO BE LOCKED

PAPER SIZE & WEIGHT <input type="checkbox"/> 8½ X 11 <input type="checkbox"/> 20 lb. <input type="checkbox"/> 60 lb <input type="checkbox"/> 8½ X 14 <input type="checkbox"/> Card Stock <input type="checkbox"/> Other _____	PAPER COLOR (8½ X 11) <input type="checkbox"/> 1 White <input type="checkbox"/> 5 Buff <input type="checkbox"/> 2 Blue <input type="checkbox"/> 6 Green <input type="checkbox"/> 3 Pink <input type="checkbox"/> 7 Golden Rod <input type="checkbox"/> 4 Yellow <input type="checkbox"/> 8 Other (Card Stock in colors 1-6 only)	NCR <input type="checkbox"/> 2 Part <input type="checkbox"/> 3 Part <input type="checkbox"/> 4 Part
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Special Instructions: _____

SIGNATURE _____

CHECK BELOW FOR ADDITIONAL SERVICES
 (If not checked, work will not be done)

Reductions
 4% 25% 35%

3 Hole Punch \$ _____

Cutting \$ _____

Padding \$ _____

Folding (Include sample) \$ _____

Other _____ \$ _____

Duplicating use only:

TOTAL IMPRESSIONS _____ \$ _____
 (Paper & Print)

MASTERS _____ X \$.15 \$ _____

OTHER COSTS \$ _____

TOTAL COST \$ _____

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SIGNATURE _____				
TOTAL IMPRESSIONS _____ \$ _____ (Paper & Print) MASTERS _____ x \$.15 \$ _____ OTHER COSTS \$ _____ TOTAL COST \$ _____				

NCRS 01

White & Canary — Send to Duplicating Center

Pink — Retain in Department

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