

Miramar College

(619) 388-7875

REPRO CENTER

repro@sdccd.edu

JOB #

One work order per copy request is required

CLASS OR DEPT:		PHONE:	DATE :	
REQUESTOR:		DATE DUE:	TIME DUE:	
TITLE OF MATERIAL:		PLEASE NOTE: A DUE DATE IS REQUIRED TO AVOID ANY DELAY IN YOUR WORK REQUEST		
FILL IN CHOICES BELOW: _____ How many printed originals? (per side) _____ How many copies? _____ Color of paper stock _____ Color of Cardstock: <input type="checkbox"/> front <input type="checkbox"/> back <input type="checkbox"/> other Transparency Complete set <input type="checkbox"/> page #: _____ Cut <input type="checkbox"/> yes Dimensions: _____ NCR 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> part Xerox Color Copies * <input type="checkbox"/> yes *Over four color copies must have chairperson's signature.		CHECK OPTIONS: <input type="checkbox"/> One-sided <input type="checkbox"/> Back-to-Back <input type="checkbox"/> Collate <input type="checkbox"/> Staple <input type="checkbox"/> 3-Hole Punch <input type="checkbox"/> Pad <input type="checkbox"/> Fold <input type="checkbox"/> Bind <input type="checkbox"/> Laminate	BE VERY AWARE OF COPYRIGHT LAWS	
<input type="checkbox"/> Wordprocessing* DO YOU WANT TO PROOF? <input type="checkbox"/> YES *Word processing requires 5 working days to complete.		CHARGES: Xerox		
Typist	# of Typed Pages	Proofed By:		Color
SPECIAL INSTRUCTIONS: _____				Duplo
				Masters
			Trans	
			Misc	
PROGRAM: BUDGET NUMBER:			Total	

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ALL RESTRICTED PROGRAMS MUST SUBMIT A BUDGET NUMBER FOR PROCESSING .