

**PORTERVILLE COLLEGE GRAPHICS CENTER
DUPLICATION REQUEST**

COPYING WILL BE DONE IN THE ORDER RECEIVED

Requested by (Please Print Clearly):

Date Submitted:

PAPER

Date/Time Needed:

20# (copy paper)

Number of Originals:

Cover stock

Number of Copies needed:

PRINTING/BINDERY

SPECIAL INSTRUCTIONS

- Single sided
- Single sided original/Double sided copies
- Double sided original/Double sided copies
- Color copies
- Collate
- Staple
- 3 hole punch
- Fold
- Cut
- Coil binding

- Place in mail box
- To be picked up
- Exam – Security
- Other: